



# ▶ Faculty of Health

▶ March 8, 2024

▶ **FRANKIE BILLINGSLEY (ASSOCIATE REGISTRAR &  
DIRECTOR, STUDENT RECORDS & SCHEDULING)**

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# Agenda

- Summary of Where We Are
- Context of Current Situation
- The Ad Astra Report and General Guiding Principles
  - Maximum Enrolment Targets
  - Meeting Patterns

## FW23 Course Offering Information

Number of Meets in FW23	16012
Keele Campus Meets	14951
On Campus In-Person Meets	11365
Meets Scheduled in RAC Space	6525



# Keele Teaching Spaces Allocated Centrally

Capacity	Number of RAC	Offline Reno F23	Offline Reno W24	Offline Reno S24	Offline Reno F24	Offline Reno W25
0-24	41	1	1	2		
25-50	91	8	5	2	3	
51-100	59		2	2	1	
101-150	21			4	4	4
151-200	7					
201-300	6	1	1			
301-400	2					
401-500	4					
Total	231	10	9	10	8	4

# Inventory of Keele Non-RAC



25Live lists 1128 non-RAC spaces (231 RAC spaces) at Keele



Further review is necessary to determine the number of teaching spaces versus bookable common spaces like lobbies and lounges -



Types of non-RAC space listed in 25Live:

Music Practice, Studio, Meeting Room, Gallery, Classroom, Theatre, Wet Lab, Dry Lab, Interview Room, Sculpture Studio, Carpentry, Photo Lab/Darkroom, Film Editing Suite, Computer Lab, Seminar, Assembly Hall, Dining Room, Courtyard, Lecture Hall, Lounge, Adaptive Equipment Room, Gymnasium, Swimming Pool, Spinning Studio, Weight Training Space, Squash Court, Tennis Court, Tennis Canada Aviva Centre.

## Summary of Where We Are

- We have an archaic student system that cannot provide data on waitlists
- Scheduling has been a pain point for a long time
- We are seeing “new” issues as a result of the classroom renewal project (one course that has multiple meetings in one week may not always be in the same classroom)

## Ad Astra Report

- We have enough space to do what we need
- Fridays are almost always free, even in the large RAC rooms (of which we have 6 centrally = 2 at 301-400 and 4 at 401-500) PSYC, KINE, NATS, CHEM, BIOL
- We want to schedule keystone/degree requirements first and then everything is sent in as a keystone course
- Recommendations: an academic scheduling policy which includes general guiding principles and agreed upon meeting patterns
- Meeting Pattern Analysis is on hold due to budget



## General Guiding Principles

- Meeting patterns – 3 hour time blocks are the most used but, we have many other variations and in any given time slot Ad Astra found that between 19-39% of classes are being offered outside the 3 hour time block
- Reducing the number of meeting patterns
- Maximum Enrolment Targets
- We have 47 meeting patterns but, we still have classes that are requested out of block – low priority for booking as a result

# Meeting patterns based on York University Block Schedules

1-1-1	
MWF	8:30
MWF	9:30
MWF	10:30
MWF	11:30
MWF	12:30
MWF	1:30
MWF	2:30
MWF	3:30
MWF	4:30
MWF	5:30

1.5-1.5	
MW, WF, MF	8:00 – 9:30
TR	8:30 – 10:00
TR	10:00 – 11:30
MW, MR, TR, TF, WF, MF	11:30 – 1:00
MW, MR, TR, TF, WF, MF	1:00 – 2:30
TR	2:30 – 4:00
MW, MR, TR, TF, WF, MF	4:00 – 5:30
MW, MR, TR, TF, WF, MF	5:30 – 7:00

# Meeting patterns based on York University Block Schedules

2	
M, T, W, R, F	8:30 – 10:30
M, W, F	10:30 – 12:30
M, T, W, R, F	12:30 – 2:30
M, T, W, R, F	2:30 – 4:30
M, T, W, R, F	4:30 – 6:30

2-1			
M	8:30 – 10:30	W	8:30 or 9:30
M	8:30 – 10:30	F	8:30 or 9:30
T	8:30 – 10:30	R	8:30 or 9:30
W	8:30 – 10:30	F	8:30 or 9:30
T	12:30 – 2:30	R	12:30 or 1:30
M	2:30 – 4:30	W	2:30 or 3:30
M	2:30 – 4:30	R	2:30 or 3:30
W	2:30 – 4:30	F	2:30 or 3:30

# Meeting patterns based on York University Block Schedules

2-2	
MW	8:30 – 10:30
WF	8:30 – 10:30
TR	8:30 – 10:30
MW	10:30 – 12:30
MW	12:30 – 2:30
TR	12:30 – 2:30
WF	12:30 – 2:30
MW	2:30 – 4:30
TR	2:30 – 4:30
WF	2:30 – 4:30
Any combination of 2 days	4:30 – 6:30

3	
M, T, W, R, F	8:30 – 11:30
M, T, W, R, F	11:30 - 2:30
M, T, W, R, F	2:30 – 5:30
M, T, W, R, F	4:00 – 7:00
M, T, W, R, F	7:00 – 10:00

# Faculty of Health - FW 2023/2024

- › In FW23, the Faculty of Health scheduled 1,303 in-person meets on the Keele Campus.
- › Of those 1,303 meets, a total of 142 meets were scheduled “out of block” (11% of the in-person meets)
- › Here’s the breakdown of “out of block” meets that requested RAC space versus non-RAC

Room Category	Number of Out of Block Meets
RAC	57
non-RAC	85
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	142

# Max. Enrol for Course Planning and Scheduling

- Max. Enrol numbers are used during planning and scheduling to ensure we have sufficient resourcing and appropriate room assignments
- Artificially high Max. Enrol numbers, for courses that are historically low-enrolled, make it difficult to properly schedule and to have room assignments published in time for the start of the term
- Here are some data on Health's actual enrolment as a percentage of their proposed Max. Enrol.

Actual Enrolment as a % of Proposed Max Enrol	Number of Keele Health Meets	Percentage of Total Keele Health Meets
90% or higher	750	58%
70% - 89%	372	29%
50% - 69%	98	7%
20% - 49%	74	5%
19% or less	9	1%
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	1,303	

# Outcomes

- Our common goals:
- To support the various pedagogical approaches
- To increase class utilization rates to 85-90%
- To increase student satisfaction (National Survey on Student Engagement, NSSE) our students claim that the scheduling of courses causes stress and anxiety

# Academic Scheduling Submission Timelines 2024/2025

Summer: Both IOF and COF submitted via SIS-generated Excel Spreadsheet.

## Summer 2024 Timelines (academic year 2023)

IOF Due	November 1, 2023
Confirmation of Offerings (COF) available to download from SIS report	November 18, 2023
Confirmation of Offerings (COF) due via Excel spreadsheet	November 28, 2023
<i>Do not submit additional COF changes between Nov 29 and Jan 10</i>	
Course Notes Due	January 19, 2024
Course Timetable Online	February 1, 2024

FW24: IOF submitted via SIS-generated Excel Spreadsheet. COF information submitted vis CSP.

## Fall/Winter 2024-2025 Timelines (academic year 2024)

IOF Due	November 29, 2023
Confirmation of Offerings (COF) available to submit in CSP	January 17, 2024
COF closed in CSP	March 8, 2024
COF re-opened in CSP	March 29, 2024
Course Notes Due	March 19, 2024
Course Timetable Online	April 2, 2024



## Future Forward

- Given that there is more space in the non-RAC realm and given that there is a space audit coming from Facilities – we will be looking to have conversations with Faculties about how we can work together to maximize use of these spaces