Bergen Community College

ASSESSMENT REPORT FORM
ADMINISTRATIVE AND EDUCATIONAL SUPPORT

Assessment Period: 2014/2016

AES Department: Academic Scheduling

Department Head: Dr. Ilene Kleinman

Department Assessment Liaison: Kimberly Makoe-Brown

Date Submitted: December 2014

❖ **Mission/goal statement or description of the Department**:

Working within the parameters of the academic calendar, Academic Scheduling works with Department Chairs and faculty in creating academic course sections in the Colleague database system. Academic Scheduling is also responsible for assigning classrooms that meet department, instructor and student needs. Academic Scheduling is housed in the Office of Curriculum and Scheduling.

❖ **Department's Core Objectives/Outcomes**:
- The timely creation of the academic schedule
- The appropriate assignment of classroom space
- The minimization of classroom changes requested by faculty.

SEMESTER 1: CREATING A DEPARTMENT-LEVEL ASSESSMENT PLAN

1. **Department's Goal(s) or Outcome(s) to be assessed (from the above section):**

Academic Scheduling will tally and evaluate the reasonableness of faculty requests for room changes.

2. Means of Assessment:

The submission of a room request form will be required of all faculty requesting a Spring 2015 room change. These forms are available on the Office of Curriculum and Scheduling (OCS) web page and available in the OCS office, room A224. A rubric will be created to assess if the room change is warranted. Variables to be looked at will include class size, accommodation of students with special needs, the need for special instructional equipment/materials, faculty schedules, requested room availability etc.

- **Feedback from Vice President:**

<mark>**SEMESTER 2: DEVELOPING ASSESSMENT TOOL (s) and TIMELINE**</mark>

3A. Describe or attach assessment tool (s), including sources of data, timeline for data collection and how data will be analyzed.

A form has been developed to request a room change that includes their section number, title, day, time, current room & enrollment numbers. They must state a reason for the room change & provide their first & second choices. Spring 2015 room change forms were filled out by all instructors requesting a room change.

3B. Desired results department and Vice President would like to see.

The desired result is to see the many reasons why instructors request a room change.

- **Feedback from CIE:**

4. Summary of Results (attach aggregated data table, survey tool, etc., to support the summary)

Reasons for Room Changes	Number of Requests	Number of Requests Before the Start of the Semester	Number of Requests After the Start of the Semester
Smart Technology Needed	506	106	400
Move to Another Building	330	86	244
Computer Equipment Needed	112	31	81
Medical Accommodations (Faculty or Student)	86	33	53
Larger Room	24	4	20

5. Recommendations for Improvement:

The department chairs need to assign the faculty earlier to the sections to allow better scheduling and to reduce the amount of room change requests. If we know who the faculty members are for the sections earlier, we can plan better use of the facilities & accommodate their needs before the start of the semester and keep the classes in the same building and with the necessary technology.

These findings show that we need to equip more rooms with smart technology. Most instructors require the smart technology in their rooms.

▪ **Feedback from Vice President:**

6.   Use of Results:

Academic Scheduling met with the Academic Chairs to discuss ways to reduce the number of room changes requested by faculty. The preliminary schedules were reviewed to see if we could reduce the amount of room change requests by making the changes before registration has started (i.e. keeping the faculty in the same building and moving classes to rooms that have the desired equipment). Earlier assignment of faculty will greatly reduce the amount of room changes that are received after the start of the semester. Academic Scheduling also met with the OSS department to discuss various ideas on how to accommodate the students with special needs earlier in the registration process. A plan has been developed to inform the Academic Scheduling Office of the required accommodations needed by the students as soon as the student has been registered to alleviate the bottleneck of room changes that occur at the beginning of the semester.   A walking tour of the rooms was performed with the buildings and grounds department to find rooms that needed additional chairs and BCC purchased over 150 chairs to equip the classrooms to full capacity. Additional rooms with the smart technology would also help to alleviate the need for room changes.

- ▪ **Feedback from CIE:**