



Scheduling Digest – Fall 2023

Upcoming Scheduling Deadlines

9/27/2023 **Fall** classes begin

10/13/2023 **Spring** scheduling unit submissions due in CLSS

10/30/2023-ish **Spring** term published in online Schedule of Classes

11/3/2023 **Fall** final exam roll

11/16/2023 **Winter** registration phase begins in CLSS

11/19/2023 **Winter** registration begins for students

Mid-December 2023 **Spring** term room assignment phase begins

For full schedule of deadlines and explanation of CLSS phases and modes please visit:

<https://registrar.oregonstate.edu/scheduling-deadlines>

Fall Term Building/Classroom Information

Reminder that the following buildings are offline for renovations and impact classroom availability fall term 2023:

- [Cordley](#) – East side, 2 GP classrooms, projected completion 2024
- [Withycombe](#) - 2 GP classrooms and 1 GP Computer classroom, projected completion 2024
- [Gilkey](#) - 5 GP classrooms, projected completion date TBD.

In addition to GP Classrooms, this impacts several department classrooms that need to be scheduled elsewhere.

Scheduling Help Sessions!

We offer One-on-One Scheduling Help Sessions in Teams! The link is on our Canvas page for Schedulers, and it has a form where you can let us know what you'd like to discuss, you can choose who you'd like to meet with (if you have a preference), and you can choose the day/time that works best for you!

<https://canvas.oregonstate.edu/courses/1836431>

25Live Event Form REMINDER

When filling out the request form in 25Live, make sure to manually edit the end time to the :20 or :50 after the hour. Your request will not be approved unless it is submitted correctly.

Instructor percentages on sections, and what they mean.

Instructor percent responsibility represents overall responsibility for the development and implementation of the course syllabus, for the day-to-day delivery of the course, for ensuring that course learning outcomes are covered and assessed, and for the issuing of grades. Do not list any individual on any course as an instructor of record unless that individual meets the definition above.

In some of the ranking surveys, Institutional Research uses the instructor lists to identify how many instructors a particular group (Ecampus, Engineering, etc.) has. Inaccurate data could lead to lower faculty counts which may result in higher student to faculty ratios that could result in lower ranks. In that regard, it's important to have accurate instructor listings and percentages for any potential institutional analysis that might be used for faculty decisions (e.g., new tenure track positions, etc.).

Does percent of responsibility impact eligibility to submit grades?

Faculty members who have been listed by their department as the primary instructors. Primary instructor is not determined by percent responsibility. This is an indicator checkbox in CLSS and Banner.

Non-primary instructors with a percent workload responsibility of greater than 0%, who have been identified in Banner as "graders" and are cleared for online grading access.

How does the instructor percent of responsibility impact the Student Learning Experience (SLE) Survey?

SLE reflects course information uploaded from Banner at the end of week 7. Each course is designated by the CRN (Course Record Number), and further divided by instructors or teaching assistants who have been assigned 2% or more of responsibility for the course in Banner. Once courses have been uploaded from Banner into the SLE system, they cannot be changed. In a course with multiple instructors, only those with at least 2% responsibility for the class in Banner will receive surveys from students. Additional SLE administrator FAQs can be found at <https://apa.oregonstate.edu/administrator-faqs>.

How does the instructor percent of responsibility impact Canvas roles?

The assignment of **Teacher** and **TA** roles in for-credit courses are controlled by information in Banner. An individual who has been entered into Banner as an instructor with 0% responsibility will be assigned the **TA** role in Canvas. An individual who has been entered into Banner as an instructor with 1% responsibility will be given a **Teacher** role in Canvas, but will not have [Student Learning Experience \(SLE\)](#) survey distributed for them at the end of the term. An individual who has been entered into Banner as an instructor with 2% or greater responsibility will be given a **Teacher** role in Canvas and will also have SLEs distributed for them at the end of the term.

FYI – Satisfaction Survey

Want to give kudos, or constructive criticism, to us here in Scheduling, or any other department in the Office of the Registrar? We have a Satisfaction Survey available! [Satisfaction Survey \(beav.es/JeD\)](https://beav.es/JeD) The link is also available in our email signature block. We're excited to hear your feedback!

Scheduling Resources

General Scheduling information: <https://registrar.oregonstate.edu/classrooms-and-scheduling>

Schedule of Classes: <https://classes.oregonstate.edu/>

Canvas page for Schedulers: <https://canvas.oregonstate.edu/courses/1836431>

25Live: <https://25live.collegenet.com/pro/oregonstate#!/home/dash>

CLSS: <https://nextcatalog.oregonstate.edu/wen/>

Fee Book: <https://fees.oregonstate.edu/>

Common Course Numbering: <https://apa.oregonstate.edu/common-course-numbering-osu>

Also find us on Microsoft Teams in the OSU Scheduling Community. If you do not have access, please contact schedule@oregonstate.edu



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