

memo

Academic Affairs

To: UVU Faculty
From: Ian Wilson, Senior Vice President for Academic Affairs
Kat Brown, Assistant Vice President for Academic Administration
CC: Michelle Taylor, Shad Sorenson, Colleen Sorensen
Date: 7/1/2013
Re: 2013-2014 Classroom Testing Center Usage

For the past year, Academic Affairs and Student Affairs have been studying the funding model of the Classroom Testing Center (CTC). The current model of charging students late fees to cover the expenses associated with delivering faculty exams has worked well for several years, but in the past two years we have seen an increase in testing yet decrease in fees. Meanwhile, student wages and cost of exam delivery has increased. These issues have left the CTC with a 2012-2013 budget deficit of more than \$100,000.

Working with the associate deans, we have developed a model for funding and usage of the CTC for the 2013-2014 academic year. While further analysis and research will be conducted this fall to find a more permanent solution, here are the new, temporary guidelines for usage, beginning Fall 2013:

1. Limit total assessments given in the Classroom Testing Center to a total of five per course section, including finals.
2. Invert the fees schedule from the final third to the final two thirds of the testing window.

2-day exam: day free, day \$ fee

3-day exam: day free, days \$ fee

5-day exam: days free, days \$ fee (this option is only allowed for classes with more than 25 students enrolled per section)

3. Continue Priority Scheduling model to allow Distance Education first priority three weeks before the semester begins; large classroom (more than 100 students) and hot-bunk hybrid second priority two weeks before the semester begins; all others schedule exams one week before the semester begins.

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More analysis will happen during the summer months to identify where the CTC can continue to reduce costs, such as reducing hours of operation, evening and weekend services, and overall services provided. Look for more updates during the first week of August.

It is critical that you understand the cost of doing business with the CTC is not free. At this time, those costs are passed on to your students through late fees. In using the center this year, if the CTC is unable to collect fees from exams given or the CTC prepares an exam that is then canceled before it is administered, the academic department will be charged for those costs (\$2.50 per student enrolled in the course).

The future of the CTC will focus on computer-based testing, with its priority to service first, Distance Education; second, large classroom course sections with 100+ students; third, hot-bunk hybrid courses; and fourth, traditional face-to-face courses. The CTC has invested hundreds of thousands of dollars in software, hardware, and training of staff to administer exams in a safe, secure, and proctored environment. We encourage all traditional course faculty members who use paper/pencil as their method of testing to utilize class time, batch scoring, or other means of assessment to relieve the CTC. Please visit with the Innovation Center and the Faculty Center for Teaching Excellence to inquire of new and meaningful ways of utilizing technology to assess your students. We recognize there are several traditional courses that significantly benefit from giving exams in the center, whether in a computer or paper based format, and therefore do not want to eliminate usage; we do want faculty members to seriously consider how the CTC fits into their disciplines' best pedagogical practices.

If you choose to use the CTC, please schedule your exam as early as is realistically possible so that we can plan for appropriate levels of staffing. As you plan your usage of the CTC, also consider that the CTC is staffed by students. Taxing the center for midterms and finals is a significant challenge in terms of scheduling and paying for additional student work hours.

We realize that these changes are disruptive to some faculty and their courses. We greatly appreciate your willingness to understand and work with us as we navigate through the challenges of doing business. Thank you for your support and stay tuned for more updates to come in the first week of August.