

The Impact of Automation on our People and our Work

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Landscape

- Bowdoin College
 - 1950 Undergraduates
- Harvard Graduate School of Education
 - 704 Masters Students
 - 144 Doctoral Students
 - 66 Non-Degree Students
- Harvard Faculty of Arts & Sciences
 - 4,000+ Graduate Students
 - 6,000+ Undergraduates

Overview

- Grading
- Graduation
- Registration
- Advising
- Course Proposals and Scheduling
- Staffing Needs

Grading at HGSE

Prior to Fall 2016

Grade sheets were sent out for 100 + courses

Grade sheets were frequently reprinted due to misplacement

Completed grade sheets were entered by one staff member, then verified by another

Grades from other Harvard faculties required manual entry

Grade changes required an in-person visit by the faculty member



Grading at HGSE

Post Fall 2016

Grade rosters are generated in less than 5 minutes

Grade rosters do not get lost

No staff member needs to enter or verify grade rosters

Grades from other Harvard faculties appear on a student's record as soon as the faculty member posts the grade

Grade changes are initiated online



Graduation Application at HGSE

Prior to March 2017

Students could only confirm the information in the system

Diploma names required notification from the student, manual intervention, and manual tracking, which allowed for the possibility of error

Post March 2017

Students have an interactive experience

We are able to collect information on name pronunciation, attendance, and can add questions as needed

Diploma names are entered by the student, no manual intervention required for tracking

Registration at FAS

Prior to Fall 2015

- Students walked around campus to obtain signatures on a paper registration form (Study Card)
- Form (with signatures) required for any course or grading basis change
- Pre-Requisites audited during and after the registration process manually by Registrar's Office staff
- Course enrollments and sections not finalized until weeks after initial registration due to paper processing time

Present Day

- Students shop and enroll in courses online
- Instructors and Advisors approve enrollments via online workflow
- Pre-Requisites enforced at the time of enrollment
- Live enrollment data allowing for earlier sectioning and online add/drop

Advising & Progress to Degree

Prior to Fall 2015

- Student meets with advisor in order to obtain signature on Study Card
- Advisor signature required on add/drop form
- Students required to submit paper Plan of Study form (with signatures) to Registrar's Office

Present Day

- Student adds courses to their Cart and, once advisor lifts online hold, students can enroll online
- Students have a free period of add/drop then at a certain point advisor is required to lift the hold
- Students create and submit Plan of Study online. Advisors have access to the Plan of Study online.

Changing focus:

From process control to pattern analysis

Automating Course Proposals

Basic Web form >>> Survey >>> Curriculum Software

- How did it change roles and responsibilities?
- How did it change the committee's work?
- How did it change the curriculum....and how did changes to the curriculum drive this change?

Changing focus: From process control to pattern analysis Scheduling Courses

Paper Form >>> Survey >>> Room and Course Scheduling Software

- How did it change roles and responsibilities?
- How did it change the classroom committee's work?
- How did it change the curriculum....and how did changes to the curriculum drive this change?

Presenters

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