

Institutional Change Progress Reporting Form II  
UPDATE FOR PERIOD: 11/11/10-12/31/10  
(Due January 7, 2011)

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**Cabinet Recommendation(s):** *Collegiality: Establish Open Time... (See Cabinet Recommendation 4.1)*

**Progress report from previous period:**

<http://change.humboldt.edu/images/uploads/Community%20Time%20Report%20from%20C%20Mullery%20October%202010.pdf>

**Responsible Person:** Colleen Mullery

**Report Submitted by:** Colleen Mullery

**Date Submitted:** January 7, 2011

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Please provide a brief summary for each of the five report areas below.

Please provide links to, or files of major work that has been finished such as new policies, supplemental reports, or data used (such as surveys) in the accomplishment of your plans.

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**Summary of Progress Completed Since Last Report:**

Committee met with CIC Member Dave Kornreich to learn more about the background and intent of the CIC recommendation to establish an Open Time.

Committee telephoned all CSU campuses to inquire as to whether they had anything similar to an Open Time for the campus community. None did. Further, many respondents were quite perplexed by the concept.

The committee recommends moving forward this spring semester with a ***Pilot for Community Open Time***. Specifically we recommend the following:

Given that Friday afternoon has the fewest scheduled classes, offer **at least** 2 events during spring semester 2011 on Friday afternoon between 2-4:00. These events would be illustrative of what the CIC had in mind when it recommended the establishment of an Open Time to enhance collegiality.

Immediately after each event, survey the university community about its attendance at the event. The survey should have as its primary objective feedback on non-attendance. If the majority of community members who did not attend cite as their primary reason for non-attendance conflict with the instructional schedule, then the committee would recommend either cancelling classes on Friday between 2-4 or otherwise modifying Schedule 25 for spring semester 2012. If the instructional schedule was not the primary reason for non-attendance, then review the top reasons why people did not attend to determine if an alternative time is preferable or if another approach should be considered to achieve the results desired for the establishment of an Open Time.

We think such a pilot approach is advisable so that the CIC steering committee can gather real data to determine if faculty, students, and staff will attend Open Time events if offered. Our concern is that changing the instructional schedule without such a pilot might result in an unintended consequence. Specifically our committee is concerned that changing the instructional schedule so that no classes are offered on Fridays between 2-4 could result in simply more faculty and students staying home or leaving early on Friday which would run counter to the collegiality goal of the establishment of open time. And once the schedule is changed, it could become more problematic to return it to its current form.

Again, our rationale is that we already know that Friday has a reduced instructional schedule. Therefore the proposed Open Time pilot would enable us to see if the majority of faculty and students who are already not in class on Friday would actually participate in Friday afternoon events. In other words, the pilot would give us some hard evidence on attendance, and most importantly the reasons why faculty, students, and staff are not attending Open Friday events. Such real feedback should greatly inform any future structural changes to the instructional schedule. Simply responding on a survey that you are in favor of an Open Time could be quite different than the behavior of individuals if/when an Open Time is established.

**List of Key Milestones Achieved Since Last Report:**

**Are there aspects of the Cabinet's recommendation (above) that remain unaddressed in your work? If so, please explain.**

No

**Comments on challenges, lessons learned, and/or resource needs:**

If the pilot model is implemented, then an Open Friday event coordinator will need to be recruited and discretionary funds identified for event planning and underwriting.

**Forecast of Subsequent Plans for the Upcoming months:**

If the Pilot model is implemented, then the Committee would work with IRP to develop a survey and review the results of the survey.