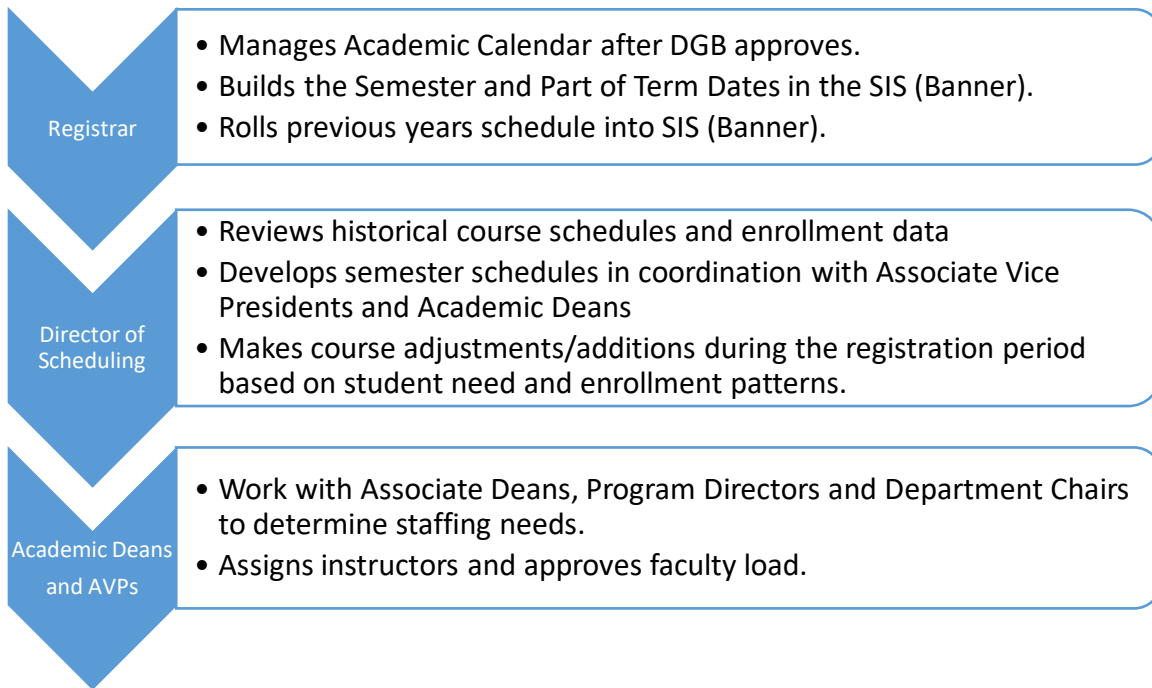


## Scheduling Department - Mission and Purpose

The Scheduling Department supports the College's mission and strategic initiatives, as well as student success, by managing course offerings to meet student needs and maximize enrollment opportunities. The Department works to optimize our course offerings as technology, program progression plans, and best practices evolve. The Department collaborates with Associate Vice Presidents and Academic Deans to develop class schedules in alignment with program progression plans, with input from Associate Deans, Program Directors, and Department Chairs.



## Scheduling Department Goals:

Building the academic schedule to meet student needs.

### Flexibility

- Offer both online and F2F when possible
- Offer F2F options at a variety of times (morning, afternoon, evening, M/W, T/Th)
- Offer hybrid and/or WebLive sections when they make sense for students
- Schedule Combo classes (F2F & online) when needed

### Utilizing Parts of Term and Summer Semester

- Fall and Spring – Classes are offered in the parts of term needed for the program progression plans
- Summer –
- Offer classes that are needed for program progression plans
  - Offer a variety of classes which allow students (both our students and University students home for the summer) to accelerate the completion of their chosen program if they choose

### Use Program Progression Plans

- Help develop program progression plans for successful completion
- Determine when to offer once a year classes to fit program progression plans
- Make sure that required courses don't conflict with each other
- Align courses that appear in multiple programs

### Gen Ed categories

- Schedule general education classes which are recommended or required within program progression plans
- Offer classes which transfer best by meeting a general education category at the universities

### Classrooms

- Use classrooms whose features work best for particular classes
- Use appropriately sized classrooms to meet demand and Tier caps
  - Utilize the class caps document and room capacities for consistency of classes

# Scheduling Procedures and Department Responsibilities

## Scheduling Department

- Create initial Draft of the academic schedule based on historical enrollment data and program progression plans.
- Collaborate with Associate Vice Presidents, Deans, Associate Deans, Program Directors, Department Chairs and Early College Partners to modify initial draft schedules. Department chairs represent the faculty of their respective areas. Faculty in programs without a department chair or program director will work with the Director of Scheduling and the AVP, Dean, or Associate Dean overseeing their area.
  - ALL schedule building data entry in Banner, including new sections, course changes, etc.
- Collaborate with Provost on the final draft to use as the published schedule of classes, including Early College offerings.
- Determine room assignments, including requests for room changes at any time, in collaboration with Deans, Associate Deans, Program Directors, and Department Chairs.
  - Room assignment data entry in 25Live if necessary.
- All Dual Enrollment faculty loading and stipend information - **TBD**
  - Dual Enrollment final grading support, which happens outside of the normal term - **TBD**
- Makes course adjustments/additions during the registration period based on student need and enrollment patterns.

## Associate Vice Presidents, Deans and Associate Deans

- Determine faculty assignments, including CTED and concurrent courses, in consultation with Associate Deans, Program Directors, Department Chairs and faculty.
- Determine faculty loading, including CTED and concurrent courses.

## Collaboration between Director of Scheduling, Associate Vice Presidents, Program Directors, and Faculty

- Determine needs for new sections based on enrollment trends or unforeseen situations.
- Determine capacity adjustments for full sections with approval from the individual faculty member and input from the supervising AVP/Dean/Associate Dean.
  - Scheduling Department sends requests for capacity adjustments per the approved class capacity document.
- Determine if F2F and online classes will be linked or separated with approval from the individual faculty member and input from the supervising AVP/Dean/Associate Dean.
- Determine class cancellations with input from Dean/Associate Dean.
  - A list of low-enrolled classes will be provided by the day prior to the meeting.
  - AVPs/Deans/Associate Deans will invite appropriate members of the division or gather information from them prior to the cancellation meeting.
  - Faculty are notified if their class is cancelled.
  - Students are notified via email and text by the Department ISS using cancellation procedure document.
  - Registrar processes cancellations in Banner after students and faculty have been contacted.

## Instructional Support Specialists

- Input faculty – Banner/SIASSGN - including CTED and concurrent classes.
- Load faculty – Banner/SIASSGN - including CTED and concurrent classes.
  - Note: Adjunct Faculty can only teach a maximum of 25.5 load hours over a one-year span (Summer, Fall, and Spring in that order).
  - Adjunct maximum load per semester is usually 9 but can be up to 12.
  - Any load amount above the adjunct maximum must be approved by the Provost/CWIO.
- Class cancellation support – contacting students using cancellation communication template.
- FTSE and Final Grade support (contacting faculty – adjunct and full time) using SFASLST.
- OER/low cost designations for specific classes must be communicated to the Office of Instruction.

# Scheduling Timeline

## October 31 – Deadline for Curriculum changes

### NOVEMBER

Schedule Planning begins for Fall and Spring of the following year

Banner to 25Live Room Roll for following Summer, completed by November 15

### DECEMBER

1<sup>st</sup> round Spring low-enrolled class cancellations during the week before Winter Break

### JANUARY

Initial Draft Schedule for upcoming Fall and Spring sent to Divisions, Early January

2<sup>nd</sup> round Spring low-enrolled class cancellations the week before Spring Semester begins

Collaboration between Scheduling Department and Academic divisions to modify initial draft schedules

Curriculum Changes completed in Banner, January 31

### FEBRUARY

Registrar completes roll-over of Fall and Spring Semesters, February 1

Scheduling Department begins schedule building in Banner for Fall and Spring semesters

Divisions review Faculty Assignments for upcoming Summer semester

### MARCH

Faculty Assignments and Textbook adoptions due, March 1 for Summer semester

Fall and Spring Schedules sent to Divisions for review and final changes, before Spring Break

Banner to 25Live Room Roll for Fall, after Spring Break

Divisions review Faculty Assignments for Fall semester, after Spring Break

\*\*\*Divisions can begin assigning Faculty to both Fall and Spring semesters after Spring Break

### APRIL

Faculty Assignments and Textbook adoptions due, April 1 for Fall semester

Course Schedule for Fall and Spring goes live on April 1

CTED schedule building completed by April 1

Registration for Summer and Fall semesters begins mid-April

### MAY

1<sup>st</sup> round Summer class cuts during the week after Spring Semester ends

2<sup>nd</sup> round Summer class cuts on the Tuesday before Summer Semester begins

### JUNE

Initial Draft Schedule for following Summer sent to Divisions

Dual Enrollment schedule building begins

## **JULY**

Finish Summer schedule for following year

1<sup>st</sup> round Fall low-enrolled class cancellations completed during the week after Summer Semester ends, after the drop for non-payment

Dual Enrollment schedule building completed by July 31

## **AUGUST**

Course Schedule for following Summer goes live on August 1

2<sup>nd</sup> round Fall low-enrolled class cancellations during the week before Fall Semester begins

## **SEPTEMBER**

Divisions review Faculty Assignments for Spring semester

Banner to 25Live Room Roll for Spring, September 15

## **OCTOBER**

Faculty Assignments and Textbook adoptions due for Spring semester, October 1

Registration for Spring semester begins mid-October

**October 31 – Deadline for Curriculum changes**

<b>25LIVE Scheduling</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
Academic/Credit Classes	March 20	September 15	November 15
Comm Ed / OLLI / Rental	April 30	October 1	March 1
<b>Once the academic schedule is released, all other requests will be open for scheduling</b>			