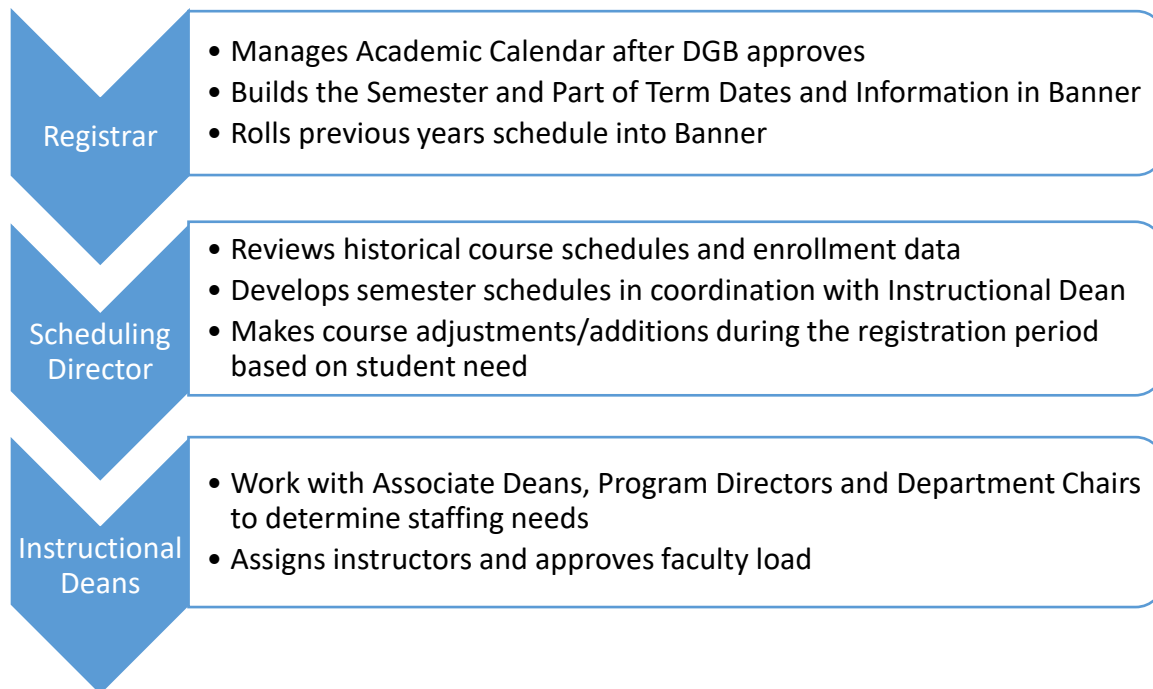


Scheduling Department - Mission and Purpose

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, degree pathways, and best practices evolve. The Department collaborates with Academic Deans to develop class schedules in alignment with degree pathways and with input from Associate Deans, Program Directors, and Department Chairs.



Scheduling 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
- Summer –
 - Offer classes that are needed for program sequencing
 - 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 pathway if they choose

Use Pathways

- Help develop pathways that make sense for successful completion
- Determine when to offer once a year or once every two year classes to fit pathways
- Make sure that required courses don't conflict
- Work toward making sure that students can complete a pathway in a single modality if they want or need to

Gen Ed categories

- Schedule general education classes which are recommended or required by degree pathways and which transfer best to the state universities
- Offer a flexible schedule with course options for students

Classrooms

- Use classrooms whose features work best for particular classes
 - Determine what classes work well in the WebLive classrooms
- 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 (Dean Holbrook and Leslie Sparkman)

- Create initial Draft of the schedule based on historical enrollment data and progression plans
- Determine the schedule of classes, including Early College, in collaboration with Deans, Associate Deans, Program Directors, Department Chairs and Early College Partners. Department chairs represent the faculty of their respective areas. Faculty in programs without a department chair or program director will work with the Dean or Associate Dean and the Director of Scheduling.
 - ALL schedule building data entry in Banner, including new sections, class changes, etc.
- 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 Banner and 25Live
- All Dual Enrollment faculty loading and stipend information
 - Dual Enrollment final grading support, which happens outside of the normal term
- Capacity adjustments in Banner

Instructional Deans (John Morgan, Scott Farnsworth, Joan Fisher, Tina Redd and Craig Ralston)

- 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 Dean Holbrook, Department Chairs, Instructional Deans and/or Dr. Ryan:

- Determine needs for new sections based on enrollment trends or unforeseen situations
- Determine capacity adjustments for full sections with input from the individual faculty and the supervising Dean/Associate Dean
- Determine if F2F and online classes are linked with the faculty member and the supervising Dean/Associate Dean
- Determine class cancellations with input from Dean/Associate Dean
 - A list of low-enrolled classes will be provided by Friday the week prior to the meeting
 - Deans/Associate Deans will invite impacted faculty or gather information from them prior to the cancellation meeting
 - Faculty are notified if their class is cancelled
 - Students are contacted via email and text by the Department ISS using template
 - Notify Student Retention Department of cancellations
 - Registrar processes cancellations in Banner

Instructional Assistants

- Input faculty – Banner - including CTED and concurrent classes
- Load faculty – Banner - including CTED and concurrent classes
 - Note: Adjunct can only teach a maximum of 25.5 load hours over a one-year span (Summer, Fall, and Spring in that order)
 - Max load per semester is 10.2 (except for Science which has a max of 12), anything over that must be approved by the VP of Academic Affairs
- Class cancellation support – contacting students using cancellation communication template
- FTSE support (contacting faculty)
- Final grade support (contacting faculty)

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, November 15

DECEMBER

1st round Spring class cuts in the week before Winter Break
Initial Draft of Schedule for following Fall sent to Divisions, December 20

JANUARY

2nd round Spring class cuts on the Monday before Spring Semester begins
Initial Draft of Schedule for following Spring sent to Divisions, January 31
Curriculum Changes completed in Banner, January 31

FEBRUARY

Registrar completes roll-over of Fall and Spring Semesters, February 1
Wishlist system for Fall Early College classes is prepared, February 1
Begin schedule building in Banner for Fall and Spring semesters
Review summer course student requests and determine additional course offerings
Deans review Faculty Assignments for upcoming Summer semester

MARCH

Fall and Spring Schedules sent to Divisions for review and final changes, before Spring Break
Begin Faculty Assignments for Fall and Spring semesters, after Spring Break
Textbook adoptions due, March 1 for Summer & March 31 for Fall
Banner to 25Live Room Roll for Fall, after Spring Break

APRIL

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

1st round Summer class cuts during the week after Spring Semester ends
2nd round Summer class cuts on the Tuesday before Summer Semester begins
Dual Enrollment schedule building begins

JUNE

Initial Draft of Schedule for following Summer sent to Divisions, June 15

JULY

Finish Summer schedule for following year

1st round Fall class cuts completed during the week after Summer Semester ends

Dual Enrollment schedule building completed by July 31

AUGUST

Course Schedule for following Summer goes live on August 1

2nd round Fall class cuts on the Monday before Fall Semester begins

SEPTEMBER

Review Faculty Assignments for Spring semester

Banner to 25Live Room Roll for Spring, September 15

Wishlist system for Spring Early College classes is prepared, September 30

OCTOBER

Launch student summer course request form in student portal, October 1

Textbook adoptions due for Spring semester, October 1

Registration for Spring semester begins mid October

October 31 – Deadline for Curriculum changes

25LIVE	FALL	SPRING	SUMMER
Credit Classes	March 20	September 15	November 15
Com Ed / OLLI / Rental	April 30	October 1	March 1
Once course schedule is released, all other requests will be open for scheduling			