

Scheduling Committee

MISSION: The scheduling committee is an evidence-based, technology-driven committee that is innovative in spirit, focused on students, and seeks to assist and engage faculty to create and manage a campus schedule of course offerings while collaborating with campus partners in support of the college's mission and commitment to academic quality, diversity, equity, and inclusion, and the student goals of progress, performance, retention, and graduation.

The primary goal of the Scheduling Process is to maximize the probability that all students receive their choice of courses required for graduation in a timely manner (within the prescribed number of semesters) by providing a conflict-free resource environment.

Effective class and classroom scheduling is critical to the mission of the College. It enables students to take the classes they need in a timely manner and contributes to cost containment through efficient space utilization and good stewardship of our valuable institutional resources.

GROUND RULES:

- The scheduling committee members must focus on scheduling needs of the college (not their department)
- All members of the scheduling committee must be respectful of each other
- All members of the committee must “hear” what is said before responding
- All members must stay focused on the agenda topics
- All members must respect the time devoted to each agenda topic

SCHEDULING COMMITTEE CHARGE/FUNCTION:

- Develop guidelines for class cancellations for low enrolled classes
- Collegially work with management on the development of Fall, Winter, Spring, and Summer course schedule.
- Make recommendations to management about the schedule of classes.
- Make recommendations for class cuts and for growth of classes.
- Ensure the values/priorities of the college are reflected in the schedule of classes.
- Recommend scheduling strategies to departments
- Communication in conjunction with management to department chairs/area coordinators and deans concerning the financial state of the college, schedule process, criteria and instructions for cutting, growing or changing class offerings.
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Deans

- Are responsible, in collaboration with directors, chairs and the University Registrar, for ensuring that all instructional space:
 - is included in the central database

- is used efficiently through the promotion and adoption of the University's Class Scheduling Parameters

Chairs and Program Leads

- Assign teaching responsibilities to instructors, taking into account their other academic duties
- Create the official course schedule of departmental course
- Review and render decisions regarding requests for limitations on teaching availability from instructors and for programs (course combinations and other pedagogical requirements), ensuring the decisions are consistent with the College Enrollment Management Plan and are submitted to the area Division Dean by the specified deadline.
- Collaborate with colleagues to assure that course conflicts are avoided.
- Solve scheduling problems as the need arises.

Instructors

- Identify and communicate to their chair/program lead, by the deadline, technology and classroom configuration scheduling preferences for their courses as well as serious constraints that may limit their availability for teaching
- Work closely with chairs/program leads, and scheduling coordinators in their academic units to resolve any problems or conflicts that arise.
- Ensure that classes start and end at their formally scheduled time.

RECOMMENDED SCHEDULING STRATEGIES:

- Departments should adhere to the approved standard set of time patterns.
- Departments should schedule all multiple lecture and laboratory/special laboratory sections so that students course enrollments will be distributed approximately equally between mornings and afternoons and between the different meeting patterns (TR, MW, MWF, F, S)
- Since the goal is to provide all students with the largest number of opportunities to register for as many courses as possible, departments should make efforts to schedule a course during non-peak hours. Peak hours are between 9:00 AM and 12:30 PM, Monday through Thursday.
- Because the standard meeting lengths are in 70 – 85 minute time blocks, non-standard sections should be offered in multiples of these times to avoid end times that preclude students from registering for courses that may follow the non-standard section.

ITEMS REQUESTED:

- 1) **Searchable guided pathway, Ed plan data base -- Dean Dennis presented the Starfish Ed plan & degree tracker program. Sarah Bolin will present the Ellucian degree tracker at the next Council of Chairs meeting.**
- 2) **Data batch access**
- 3) **Off-campus access**
- 4) **Track students after low enrollment classes are cancelled to gain understanding of “ripple effect” of class cancellations**
- 5) **Access Program Review data -- Beth Goehring can provide all Scheduling committee members with “read only” WEPR access to every program review and annual plan. Just say the word!**