

## Class Scheduling Process Spring 2016

1. Using recommendations from the Course Analysis Team and following the established timeline and resources, Coordinators and Assistant Deans will create the Spring 2016 Class Schedule.
  - **NOTE:** The focus of the first draft is (1) all technical courses and (2) all 16-week general education and support courses. We are not scheduling the following until August: 12-week general education and support courses and evening Lawrenceburg and Winchester courses.
2. This draft will be submitted by the Assistant Dean to the Course Analysis Team using the Excel file supplied by the Course Analysis Team. **Within this file, the following highlights are used: yellow noting course caps of "0" for escrowed sections, gray indicating course information rolled over from Spring 2015, which needs updated, and blue showing 2015 dates, which need updated.**
3. Coordinators may add escrow sections (Cap = 0) as they think are needed.
4. Coordinators may add open sections, delete open sections, delete escrow sections, and change times of sections (day to evening/evening to day) with approval of the Assistant Dean and Dean.
5. The default face-to-face mode is "BP," and the default online mode is "BW." Coordinators may change face-to-face modes to "HB" (hybrid) and online modes to "BL" (local online).
6. When determining specific days/times of courses, Coordinators are to create a balanced schedule meeting the anticipated needs of students.
7.
  - a. For the first draft, Coordinators are to schedule classes only in rooms assigned to their division on the Master Room Grid and are to work with Coordinators in their division to avoid room conflicts.
  - b. After the first draft due date, Assistant Deans may seek out available classrooms from other Assistant Deans.

### **Note**

- Evening and 12-week classes in Lexington will be held on the Newtown Campus unless not reasonable.
- Except for limited technical classes, Saturday classes are not being scheduled.
- Except for limited science classes at Cooper, Sunday classes are not being scheduled.