

Course Schedule Creation

Responsible Unit: Academics, Vice President's Office

Date Approved: August 2008

Date Revised: August 2015

The goal for the course schedule creation process is to create an efficient course schedule that meets the anticipated needs of students. While faculty preferences are considered, they are not guaranteed, especially if they impede the goal of creating an efficient course schedule that meets the anticipated needs of students.

1. The Course Analysis Team will analyze historical course data and seek broad input within and beyond Academics regarding the upcoming term's course schedule needs. Based upon this information, this team will generate for general education courses, support courses, and low efficiency technical courses the recommended number of sections (by location, mode, and time) and will distribute this document to the Academics Leadership Team.
2. Assistant Deans will meet with Coordinators, along with their Dean as needed, to review the Course Analysis Team document, and Coordinators will use this document in their creation of course schedules for their disciplines/programs.
3. For the first draft, Coordinators will schedule classes only in rooms assigned to their division on the Master Room Grid.
4. After the first draft due date, Assistant Deans may seek out available classrooms from other Assistant Deans.
5. Coordinators may increase the number of sections, without any approval, as long as those sections are escrowed. To decrease or increase the number of opened sections, Coordinators must get approval from their Assistant Dean and Dean.