

Scheduling Guidelines (Dec 2015 Draft)

1. TLUs must be allocated to allow student access and we schedule approximately 50 % of the associate faculty allocation in the fall and 50% in spring.
2. We continue to prioritize transfer, vocational and basic skills course scheduling that aligns with student degrees and certificates.
3. We use the course cancellation framework to strategically cancel low enrolled classes without sacrificing student access.
4. We reallocate TLUs from low efficient courses/areas to areas that can generate FTES.
5. We set a goal of less than 10 percent cancellation rate for credit courses programming for the College. It is important that the deans/directors and course scheduler review trend data by section basis during the planning process. Examining the historical trends will ensure that the same sections are not scheduled and cancelled for multiple semesters in a row.
6. We try to maintain an overall 80% fill rate.
 - a. For courses with one section, courses with a fill rate of less than 70 percent should perhaps be offered less frequently – not every semester.
 - b. For the courses with multiple sections, the appropriate administrator should examine all courses with less than 70 percent fill rate to determine if there are too many sections being offered.
7. The Scheduling Coordinator should track and account for overload in the associate faculty budget.
8. The Schedule Coordinator, assisted by the deans/directors, has responsibility for and authority in identifying and addressing class-scheduling priorities and problems. In the instance of a course being scheduled in a classroom that cannot be accessed by a student with a disability, the Schedule Coordinator works with DSPS and the deans/directors to relocate the course in an accessible classroom.
9. All changes to the schedule must be approved by the appropriate Instructional Dean/Director, and/or Vice President.
10. Notifying students of class cancellation:
 - a. Eureka admissions office is responsible for notifying students of a cancelled class at the Eureka area, Southern Humboldt, and Online.
 - b. Del Norte administrative staff is responsible for notifying students at the Del Norte Center.
 - c. KT staff will contact student registered at the KT site.
 - d. Scheduling Coordinator, working with the Associate Faculty coordinator, notifies associate faculty if their class is cancelled.