

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. – AR 3.6**

**TITLE: SCHEDULE DEVELOPMENT AND PRODUCTION REGULATION**

**DEFINITION: The Schedule Development and Production Regulation defines the process to develop and publish the academic schedule for fall, winter, spring and summer terms. The regulation identifies tasks with responsible offices and the production timeline to assure efficient and effective scheduling processes. The regulation addresses the cyclical, continuous nature of scheduling while incorporating review points to address changing institutional parameters and student needs. The final decision regarding acceptability of proposed schedules is made by the Dean of Teaching & Learning upon recommendation of the appropriate Division Chairs, Associate Deans and staff.**

**EFFECTIVE DATE: Revised August 2019; November 7, 2008 (Replaces March 31, 2005)**

**SUMMARY OF PROCESS**

The Associate Dean of Teaching & Learning initiates the schedule development process by announcing timeline, program implementation, and other schedule development tasks to the Dean of Teaching & Learning, Dean of Student Access & Success and Division Chairs. Recommendations for scheduling course sections are made by the Division Chairs and appropriate Learner Support Services staff in keeping with the program implementation and schedule production timeline. Schedules for each term (fall, winter, spring and summer) are developed and recommended based on review of program implementation chart, schedule planning sheets and budget. Attachment A identifies timeline, responsibilities and office(s) responsible for implementing the activities essential for effective schedule production.

Final authorization for course offerings rest with Dean of Teaching & Learning or designee. The Dean of Teaching & Learning or designee is responsible for implementation.



DR. CHARLES TERRELL, PRESIDENT



DATE

**Attachment A**  
**Centralized Schedule Development Process**  
**Tasks and Responsible Offices**

Task	Office Responsible	Comments
Program Implementation	Associate Dean of Teaching & Learning (T/L) as coordinating office	<ul style="list-style-type: none"> <li>• Division Chairs and Learner Support Services provide input regarding program implementation recommendations including those specific to respective Discovery Center needs to Associate Dean T/L for compilation. Division Chairs will provide information regarding historical or scheduling anomalies that potentially impact implementation.</li> <li>• Dean of Teaching &amp; Learning determines feasibility of proposed program implementation in relation to budget and other institutional resources.</li> </ul>
Schedule Planning Sheets	Associate Dean of (T/L)	Associate Dean of T/L prepares schedule planning sheets (SPS) for distribution to Division Chairs, Learner Support, and Dean of Student Access and Success serve to ensure appropriate program implementation. SPS are used to determine acceptability of proposed schedule changes and for academic advisement. SPS become review point after initial input of schedule into BANNER and for all subsequent schedule changes.
Course Selection - Initial	Division Chairs, Learner Support Services	The Associate Dean of T/L initiates the schedule development process by announcing timelines, program implementation, etc. to Dean of Teaching & Learning, Division Chairs, Academic Services Program Coordinator, Dean of Student Access & Success and appropriate Learner Support personnel. Recommendations of scheduling course sections are made in keeping with the program implementation. Final authorization for course offerings rest with Dean of Teaching & Learning or designee after review of implementation chart, schedule planning sheets and budget. Division Chairs contacts partnering institutions for course information.
Data Entry - Initial	Academic Services Program Coordinator	<ul style="list-style-type: none"> <li>• Academic Services Program Coordinator is responsible for schedule entry into BANNER. Division Chairs and Learner Support Services provide information regarding course, section, days, times, dates, rooms, special annotations and staffing to Dean of T/L for compilation and</li> </ul>

		<p>review. Dean of T/L forwards information to Academic Services Program Coordinator for data entry.</p> <ul style="list-style-type: none"> <li>Academic Services Program Coordinator prepares and distributes final listing of all scheduled courses. Listing is to be distributed to Dean of T/L Division Chairs, Dean of Student Access &amp; Success and appropriate Learner Support personnel.</li> </ul>
Data Entry – Schedule Changes	Academic Services Program Coordinator	<ul style="list-style-type: none"> <li>Academic Services Program Coordinator is responsible for maintaining schedule changes in BANNER. Academic Program Directors and Student Services provide information regarding recommended schedule changes (dates, times, day, room, staffing and course annotations). Upon approval of change by the Dean of T/L or designee, changes will be entered into BANNER.</li> <li>All schedule changes must be submitted to the Academic Services Program Coordinator on a Schedule Change form once the schedule has been entered into BANNER--Changes in day, time, location, faculty or special annotations.</li> </ul>
Schedule Change Process and Forms	Associate Dean of T/L or designee	<p>Schedule changes are initiated by the office offering the course (Division Chairs or Learner Support Services). Final determination for schedule change approval rests with the Associate Dean of T/L or designee. Decision to accept proposed change is contingent upon review of schedule planning sheets, program implementation, resource availability, budget, etc. Request for schedule changes will be submitted to Associate Dean of T/L for initial review to ensure effective program implementation, etc. If acceptable, Associate Dean of T/L will forward recommendation to Academic Services Program Coordinator to announce schedule changes. Changes, upon approval, are to be announced electronically to all College Office: Dean of Teaching &amp; Learning, Dean of Student Access and Success, Division Chairs, appropriate Learner Support personnel, Business Office, and Discovery Centers.</p>
Course Cancellations or Additions to Schedule	Associate Dean of T/L	<p>Division Chairs and appropriate Learner Support Services personnel provide recommendations for course cancellations or additions. Recommendations will be based on review of schedule planning sheets, impact on program implementation, student/faculty ratio, graduation requirements, etc. Associate Dean of T/L will monitor process. Decision to accept proposed cancellation/additions is contingent upon review of schedule planning sheets, program implementation, resource availability, budget, etc. Request for cancellations or additions will be submitted to Associate Dean of T/L for initial review to ensure</p>

		program implementation, etc. If acceptable, Associate Dean of T/L will forward recommendation to the Academic Services Program Coordinator to announce course cancellations/additions and for creating and posting room change notices on classes that have been moved, etc. Cancellations/additions, upon approval, are to be announced electronically to all College Offices: Dean of Teaching & Learning, Division Chairs, Faculty Advisors, Dean of Student Access & Success, Learner Support Services Business Office, Discovery Centers.
Room Scheduling	Academic Services Coordinator	Room schedule will be maintained by the Academic Services Program Coordinator. After initial schedule development, room scheduling can accommodate Workforce Education, noncredit courses and special events.
Final Exam Schedule	Dean of Teaching & Learning	Final exams will be given the last week of a course.
Enrollment Management	Dean of Teaching & Learning	Dean of Teaching & Learning will provide data regarding enrollment management issues and productivity such as student/faculty ratio, average class size, etc. The Associate Dean of T/L, as designee for Dean of Teaching & Learning will monitor and modify the academic schedule as appropriate based on available data and consultation.
Special Enrollment Sections	Division Chairs, Learner Support Services	Division Chairs and Learner Support Services will identify special enrollment courses such as early entrance actions. Courses with restricted enrollment will be included in the published schedule and include special annotation.
Updates and Publication	Academic Services Coordinator Web Master	The Academic Services Coordinator will provide initial and updated information to the Web Master for posting on the College web site. Once the schedule is finalized, changes will be sent at a minimum of once per week.

**CENTRALIZED SCHEDULE PROCESS:  
PRODUCTION TIMELINE**

**Notes:**

- Due date is Monday of the identified week in the Production Timeline unless noted otherwise
- "Dean" designates "Dean of Teaching & Learning."

<b>Dates</b>	<b>Office Responsible</b>	<b>Tasks</b>
January (week 4)	Dean, Associate Dean Division Chairs:	<ul style="list-style-type: none"> <li>• determine program implementation for next academic year (Fall/Winter/Summer/Spring)</li> <li>• discuss scheduling issues and concerns and provide recommendations for resolution</li> <li>• determine courses for early entrance program</li> <li>• identify courses to be brokered through partnering institutions</li> </ul>
February (week 3)	Dean, Division Chairs:	<ul style="list-style-type: none"> <li>• submit initial course recommendations (Fall) to Associate Dean of T/L finalize Early Entrance Course Offerings for next academic year</li> <li>• Division Chairs contacts partnering institutions for brokered course information</li> </ul>
February (week 4)	<b>Academic Services Program Coordinator</b>  <b>Division Chairs:</b>	<ul style="list-style-type: none"> <li>• produces schedule planning sheets for fall schedule based on proposed schedule</li> <li>• distributes proposed fall schedule and schedule planning sheets to Associate Dean of T/L-Division Chairs, Workforce Program Manager and Dean for review and revisions.</li> <li>• prepare summer schedule.</li> </ul>
March (week 1)	Division Chairs:	submit recommended schedule changes (Fall in-house and Summer schedules) to Associate Dean of T/L for final review, approval and entry into BANNER. (Final authorization for course selections rest with the Dean of T/L or designee.)
March (week 2)	Division Chair , Learn Support Services	finalize schedule (end of week)

March (week 3)	Academic Services Program Coordinator:  Web Master	prints final version of Fall AND Summer schedules.  Academic Services Program Coordinator will forward schedule to College Web Master for posting on the internet; the Academic Services Program Coordinator will forward schedule revisions to the Web Master at least on a weekly basis.
		<b>Note: At this point all additional changes are published via schedule change form. Changes are sent to Associate Dean of T/L or designee to review for compliance with program implementation. Changes in compliance with program implementation are sent to Academic Service Program Coordinator for input into BANNER and distribution throughout college community.</b>
March (week 4)	Academic Services Coordinator	Distributes printed Fall and summer schedules (end of week)
April (week 1)		<b>REGISTRATION BEGINS (April 1)</b>
May (week 2)	Division Chairs	provide list of faculty under contract for current summer schedule to Academic Services Program Coordinator for input into BANNER
July (week 3)	Division Chairs  Dean of Teaching & Learning, Division Chairs, Associate Deans	provide listing of part-time faculty under contract for current all term to Academic Services Program Coordinator for input into BANNER  Meet to review program implementation, identify schedule anomalies, special needs, early entrance courses, college in high school courses, etc. Need for changes and recommendations are identified at this meeting (Should begin to target a two year plan)
September (week 2)	Division Chairs:	<ul style="list-style-type: none"> <li>submit course recommendations for Spring schedule to Associate Dean of T/L for initial phase of schedule development and preparation of Schedule Planning Sheets</li> <li>Division Chairs contacts partnering institutions for brokered course information</li> </ul>
September (week 3)	Academic Services Program Coordinator	<ul style="list-style-type: none"> <li>produces schedule planning sheets for spring schedule based on proposed schedule</li> <li>distributes proposed spring in-house schedule and schedule planning sheets to Dean, Associate Dean of T/L, Division Chairs, and Workforce Program Manager for review and revision</li> <li>distributes proposed summer schedule for review and revision</li> </ul>

September (week 4)	Division Chairs:	<ul style="list-style-type: none"> <li>submit recommended schedule changes (Spring and Summer schedules) to Associate Dean of T/L for final review, approval and entry into BANNER. (Final authorization for course selection rest with the Dean of Teaching &amp; Learning or designee.)</li> </ul>
October (week 2)	Dean, Division Chairs:  Academic Services Program Coordinator:	<ul style="list-style-type: none"> <li>provide additional schedule change based on brokered courses availability</li> <li>finalize schedule</li> </ul> <p>Prints Final Version of Spring and Summer Schedules</p> <p><i>NOTE: At this point, all additional changes are published via schedule change form. Changes are sent to Associate Dean of T/L or designee to review for compliance with program implementation. Changes in compliance with program implementation are sent to the Academic Services Program Coordinator for input into BANNER and distributed throughout college community.</i></p>
October (week 3)	Academic Services Program Coordinator	<p>Distributes Spring and Summer schedules</p> <p>Forward Spring and Summer schedule to College Web Master for posting on the College's web site;</p> <p>The Academic Services Program Coordinator will forward schedule revisions to the Web Master at least on a weekly basis.</p>
October (week 4)	Student Program Advisor and Division Chair for General Studies	Meets with High School principals, curriculum directors/counselors, etc. to plan early entrance course offerings in the high schools and finalizes course selections with Division Chairs and Dean of Teaching & Learning
November (week 2)		REGISTRATION BEGINS (November 1)
November (week 3)	Division Chairs	provide list of part-time faculty under contract for Spring schedule to Academic Program Coordinator for input into BANNER.

**REPEAT SCHEDULING CYCLE**