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, 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 for Academic and Student Services upon recommendation of the appropriate Academic Program Directors and Associate Deans.

EFFECTIVE DATE: NOVEMBER 7, 2008 (REPLACES MARCH 31, 2005)

Summary of Process:
The Associate Dean for Academic and Student Services initiates the schedule development process by announcing timelines, program implementation, and other schedule development tasks to the Dean for Academic and Student Services, Associate Dean for Career Studies and Academic Services, and Academic Program Directors. Recommendations for scheduling course sections are made by the Academic Program Directors and appropriate Student Services staff in keeping with the program implementation and schedule production timeline. Schedules for each term (fall, 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 for Academic and Student Services or designee.

_____ _____
ROBERT SISK, INTERIM PRESIDENT DATE

Approved by Governance 11/07/08

Attachment A
Centralized Schedule Development Process
Tasks and Responsible Office

Task	Office Responsible	Comments
Program Implementation	Associate Dean of Academic and Student Services (A/S) as coordinating office	Academic Program Directors and Student Services provide input regarding program implementation recommendations including those specific to respective Access Center needs to Associate Dean (A/S) for compilation. Academic Program Directors will provide information regarding historical or scheduling anomalies that potentially impact implementation. Dean for Academic and Student Services determines feasibility of proposed program implementation in relation to budget and other institutional resources.
Schedule Planning Sheets	Associate Dean (A/S)	Associate Dean (A/S) prepares schedule planning sheets (SPS) for distribution to Academic Program Directors, Student Services, Associate Dean for Career Studies and Academic Services (C/A) and Dean for Academic and Student Services. SPS 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	Academic Program Directors, Student Services	The Associate Dean (A/S) initiates the schedule development process by announcing timelines, program implementation, etc. to Dean, Associate Dean C/A, Academic Program Directors and appropriate Student Services personnel. Recommendations for scheduling course sections are made in keeping with the program implementation. Final authorization for course offerings rest with Dean for Academic and Student Services or designee after review of implementation chart, schedule planning sheets and budget. Academic Program Director for General Education and Instruction contacts partnering institutions for course information.
Data Entry – Initial	Academic Services Program Coordinator	Academic Services Program Coordinator is responsible for schedule entry into BANNER. Academic Program Directors and Student Services provide information regarding course, section, days, times, dates, rooms, special annotations and staffing to Associate Dean A/S for compilation and review. Associate Dean A/S forwards information to Academic Services Program Coordinator for data entry. Academic Services Program Coordinator prepares and distributes final listing of all scheduled courses. Listing is to be distributed to Associate Deans, Academic Program Directors, and Dean for Academic and Student Services.
Data Entry - Schedule Changes	Academic Services Program Coordinator	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 Associate Dean A/S or designee, changes will be entered into BANNER.
Schedule Change Process and Forms	Associate Dean A/S or designee	Schedule changes are initiated by the office offering the course (Academic Program Directors or Student Services). Final determination for schedule change approval rests with the Associate Dean A/S 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 A/S for

Task	Office Responsible	Comments
		initial review to ensure effective program implementation, etc. If acceptable, Associate Dean A/S will forward recommendation to Academic Services Program Coordinator to announce schedule changes. Changes, upon approval, are to be announced electronically to all College Offices: Dean for Academic and Student Services, Counseling, Business Office, Access Centers and HARCO Reception Area.
Course Cancellations or Additions to Schedule	Associate Dean A/S	Academic Program Directors and Student Services 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 A/S 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 A/S for initial review to ensure program implementation, etc. If acceptable, Associate Dean A/S will forward recommendation to 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 for Academic and Student Services, Counseling, Business Office, Access Centers, HARCO Reception Area and Workforce Development.
Room Scheduling	Academic Services Program Coordinator	Room schedule will be maintained by the Academic Services Program Coordinator. After initial schedule development, room scheduling can accommodate Work Force Education, noncredit course and special events.
Final Exam Schedule	Dean for Academic and Student Services	Final exams will be given the last week of a course.
Enrollment Management	Dean for Academic and Student Services	Dean for Academic and Student Services will provide data regarding enrollment management issues and productivity such as student/faculty ratio, average class size, etc. The Associate Dean A/S, as designee for Dean for Academic and Student Services, will monitor and modify the academic schedule as appropriate based on available data and consultation.
Special Enrollment Sections		Academic Program Directors and Student Services will identify special enrollment courses such as early entrance sections. Courses with restricted enrollment will be included in the published schedule and include special annotation.

CENTRALIZED SCHEDULE PROCESS:
PRODUCTION TIME LINE

Notes:

- Due date is Monday of the identified week in the Production Timeline unless noted otherwise)
- "Dean" designates "Dean for Academic and Student Services"

Jan. (week 4)

Dean~~s~~, Associate Deans and Academic Program Directors:

- determine program implementation for next academic year (Fall/Summer/Spring)
- discuss scheduling issues and concerns and provide recommendations for resolution
- determine courses for early entrance program
- identify courses to be brokered through partnering institutions

Feb. (week 3)

Dean~~s~~, Academic Program Directors:

- submit initial course recommendations (Fall) to Associate Dean A/S
- finalize Early Entrance Course Offerings for next academic year
- Academic Program Director for Instructional Partnerships contacts partnering institutions for brokered course information

Feb. (week 4)

Associate Dean A/S:

- produces schedule planning sheets for fall schedule based on proposed schedule
- distributes proposed fall in-house schedule and schedule planning sheets to Associate Dean C/A, Academic Program Directors, Workforce Development and Dean for review and revision.

Academic Program Directors and Associate Deans:

- prepare summer schedule.

Mar. (week 1)

Academic Program Directors:

- submit recommended schedule changes (Fall in-house and Summer schedules) to Associate Dean A/S for final review, approval and entry into BANNER. (Final authorization for course selections rest with the Dean for Academic and Student Services or designee.)

Mar. (week 2)

Academic Services Program Coordinator:

- post draft schedule for student comment

Academic Program Directors, Dean, Associate Deans

- review student comments for schedule modification (end of week)
- finalize schedule (end of week)

Mar. (week 3)

Academic Services Program Coordinator:

- forwards final version of in-house Fall schedule and Summer schedule to Public Relations Specialist for print production

Public Relations Specialist:

- prepares schedule for publication

Note: At this point, all additional changes are published via schedule change form. Changes are sent to Associate Dean A/S or designee to review for compliance with program implementation. Changes in compliance with program implementation are sent to Academic Services Program Coordinator for input into BANNER and distribution throughout college community.

Public Relations Specialist:

- submits fall in-house schedule and revised summer schedule for printing (end of week)

Mar. (week 4)

Distribute Fall in-house schedule and revised summer schedule to students

Apr. (week 1)

Early registration begins for returning students (April 1)

May (week 2)

Academic Program Directors:

- provide list of faculty under contract for current summer schedule to Academic Services Program Coordinator for input into BANNER

May (week 3)

Academic Program Directors:

- review fall schedule for additional changes prior to tabloid publication. All changes are to be completed through the formal schedule change process

Academic Services Program Coordinator

- submits revisions to Public Relations Specialist for tabloid update

May (week 4)

Public Relations Specialist:

- prepares Fall Tabloid for printing

June (week 2)	Public Relations Specialist: • submits Fall Tabloid for printing
July (week 2)	Distribution of Fall Tabloid to students and community
July (week 3)	Dean for Academic and Student Services, Academic Program Directors, Associate Deans 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.)
July (week3)	Academic Program Directors: • provide listing of part-time faculty under contract for current fall term to Academic Services Program Coordinator for input into BANNER
Sept. (week 2)	Academic Program Directors: • submit course recommendations for Spring schedule to Associate Dean A/S for initial phase of schedule development and preparation of Schedule Planning Sheets • Academic Program Director for General Education and Instruction contacts partnering institutions for brokered course information
Sept. (week 3)	Associate Dean A/S: • produces schedule planning sheets for spring schedule based on proposed schedule • distributes proposed spring in-house schedule and schedule planning sheets to Dean, Associate Dean C/A, Academic Program Directors, and Workforce Development for review and revision • distributes proposed summer schedule for review and revision
Sept. (week 4)	Academic Program Directors: • submit recommended schedule changes (Spring and Summer schedules) to Associate Dean A/S for final review, approval and entry into BANNER. (Final authorization for course selections rest with the Dean for Academic Services or designee.)
Oct. (week 1)	Academic Services Program Coordinator: • post draft schedule for student comment
Oct. (week 2)	Academic Program Directors, Dean, Associate Deans • review student comments for schedule modification • provide additional schedule changes based on brokered courses availability • finalize schedule Academic Services Program Coordinator: • forwards final version of in-house spring schedule and revised summer schedule to Public Relations Specialist for print production Public Relations Specialist: • prepares schedule for publication Note: At this point, all additional changes are published via schedule change form. Changes are sent to Associate Dean A/S or designee to review for compliance with program implementation. Changes in compliance with program implementation are sent to Academic Services Program Coordinator for input into BANNER and distribution throughout college community.
Oct. (week 3)	Public Relations Specialist: • submits spring in-house schedule and revised summer schedule for printing
Oct. (week 4)	Distribute spring schedule to students for early registration Program Manager for Secondary School Partnerships • meets with High School principals, curriculum directors/ Counselors, etc. to plan early entrance course offerings in the high schools and finalizes course selections with Academic Program Directors
Nov. (week 1)	Early registration begins for returning students (November 1)
Dec. (week 2)	Academic Program Directors: • provide list of part-time faculty under contract for Spring schedule to Academic Services Program Coordinator for input into BANNER

Repeat scheduling cycle.