



## University Core Curriculum Scheduling Procedures

*Effective Fall 2019*

### **Overview and History:**

The University Core Office has been working to streamline and improve scheduling since the new Core Curriculum was launched. Two key elements of this work were the hiring of the Associate Director (Jeff Brown) to analyze enrollment patterns and create a system to predict section need as accurately and reliably as possible, and the reclassification of the Core Administrative Specialist position to Core Academic Program Coordinator. When this change went into effect in 7/18, it shifted the primary responsibility of Core course scheduling from the Core Director (Jeff Philpott) to Academic Program Coordinator position. The Academic Program Coordinator (Stephanie Lewis) has been working closely with scheduling leads from the Colleges, the scheduler in the Office of the Registrar and Operations, and the Core Director and Associate Director to refine and standardize the Core course scheduling process to better serve our students.

The Colleges that schedule Core classes fall into two tiers:

- Those that schedule a large number of classes that are entered by department schedulers and managed by scheduling leads (CAS and CSE;)
- Those that schedule a regular small number of classes that are directly entered by one scheduler (Albers, CON, NCS)

Historically, the two “large tier” colleges have functioned somewhat differently despite sharing the same structure. Core has had direct department interaction in CAS whereas Core works directly with the Dean’s Office in CSE. Likely this comes from Core’s history of connection with CAS.

Similarly, as NCS is a new college with some separate policies, it did not directly align with the other “small tier” colleges.

The following set of procedures and policies are designed to bring the colleges into better alignment, allowing us to work in a more consistent manner and serve students (as well as faculty and staff) more efficiently.

Most of these procedures are already in place in all of the colleges, but this will shift the “large tier” colleges into the CSE model where the Core works primarily with the Dean’s Office. We hope that this guide will put everything into one place for Dean’s Offices and Department Chairs, and serve as a companion to the section entry guide created for the staff that enter the Core schedule.

The elements of the University Core scheduling process are broken out in the pages that follow with an outline of the procedures and rationale. There is a corresponding spreadsheet listing Core, College, and Department responsibilities as well as timelines/deadlines for easy reference.

# The University Core Scheduling Process

## Annual Section Planning Procedure

The University Core Office currently does section-planning work in **October** for the following Academic Year. Our predictions are based on: analysis of previous enrollment trends; the enrollment goal for the upcoming year; the number of continuing students; and any curriculum changes that would impact the movement of a significant cohort of students through the Core (e.g. Nursing).

At the end of October, the Core Academic Program Coordinator will create workbooks for each College and send them to the Associate Deans and Scheduling Leads. These workbooks are due back to the Core **by the end of November**. The Core Office and College Deans Office teams will meet as needed to make any adjustments so that Core section needs for each course type and quarter are met. College workbooks will be approved **by early December** so that departments can be notified and begin to schedule their courses.

There will be a late May review period after the Core is updated on the size of the incoming class. As needed, we will adjust our section needs and work with the Colleges to add or cut sections.

### ***Please Note:***

- The Core Office will provide the numbers of sections needed for each College and these will be broken out by quarter. The workbooks for the “large tier” colleges will have a main worksheet that tallies their individual department worksheets. They will also include what each department offered in the previous year for reference. **The Core will no longer send worksheets out to individual departments. We ask that the Colleges determine how they wish to collect this information from department chairs. Similarly, we leave it up to Colleges how the section needs are met (i.e. how many sections each department offers.)** We are putting this into effect because the Colleges have bigger picture information on faculty and budgets.
- Expected cross-listings must be indicated on the worksheets as these affect total seat counts. Core makes section predictions based on the historical averages of cross-listed courses, but if there are more or fewer cross-listings in a particular quarter, it may result in a request for additional or fewer sections. **Core asks that the Colleges work with departments to minimize cross-listings and utilize them only if necessary.**
- **If a school/college wishes to ask faculty from another school/college to teach sections they are offering, these requests must go through the Associate Dean of the other college rather than directly through the faculty member. Please loop the Core Office in on these discussions.** This can have a ripple effect on the other college’s workload and ability to offer other Core sections they have committed to, so we must work together to ensure all needs are met.
- If significant change is made to the curriculum of a department or program that will change or impact the path of those students through the Core Curriculum, please bring the Core team into the conversation as early as possible so that we can adjust section planning accordingly.

## Additional Section Planning Processes and Procedures:

### Summer Quarter Section Planning

Summer course need is based on previous enrollment patterns. It is calculated in September and shared with the Associate Deans in each college that offers summer courses (currently Albers, CAS, CSE, NCS). The decision of which departments fulfill the summer need is determined by College procedure. Departments may begin to schedule summer courses when instructed by their College and the Core will make sure all need is met by **early January** to ensure that scheduling is complete by the rooming lock.

### Section Entry

Core sections are entered directly into CLSS by the college-level scheduler (Albers, CON, NCS) or by department-level schedulers overseen by a college Scheduling Lead (CAS, CSE). The entry periods and deadlines are distributed via the university scheduler as part of the schedule production calendar for each year. **Generally speaking, Core scheduling for the regular academic year begins in the previous December and must be completed in February for Fall and in March for Winter and Spring.**

The Scheduling Leads in the “large tier” colleges will set deadlines that allow them time to manage workflow. They serve as “gatekeepers” to the Core and will ensure that department schedulers have entered the correct number and type of courses, the correct caps, and are following general scheduling rules and procedures.

The Core Academic Program Coordinator double-checks all of these things as well as ensuring each course title and faculty member is approved and that the distribution of courses across time blocks meet student needs, checking with advisors where relevant. The Core Academic Program Coordinator and Scheduling Leads work together to make sure cross-listings are input properly and that distribution across time blocks meet the needs of Core students and keep College within their time-block allotments.

### *Please note:*

- **It is the responsibility of the Department/Department Scheduler to indicate when a course has a service-learning component in the printed comments.**
- **We hope that departments will be responsive and flexible in terms of requests from the Core and Scheduling Leads about time changes. We must prioritize student needs and room availability.**

### Managing Section Changes and Cancellations

We are aware that hiring and budgeting timelines currently are not synced well with scheduling deadlines. Our deadlines are set so that students will be able to see the full schedule for the upcoming year when they meet with their advisors prior to Fall Quarter registration each April. Our students must complete the Core Curriculum to graduate and we want them to have a good experience in these courses. For this reason, we ask that departments make every effort to schedule the courses that will be taught (with complete title, faculty, and the expected time) by our deadline, but we do understand that there are many reasons for schedule shifts throughout the year. We ask that colleges and departments follow these procedures when a section change is necessary:

- **Changes to course titles/faculty members** should be made directly in CLSS when it is open to department-level schedulers. Departments are responsible for ensuring that course titles and faculty members are approved or following the appropriate procedures.
  - **If a title must change in a course with students enrolled, the department should notify their Associate Dean, Scheduling Lead, and the Core Office at the same time.**
- **Changes to times or additions or changes to cross-listings that are made after the initial scheduling deadline require Core permission.** Departments in the “large tier” colleges should make these requests through their Scheduling Lead.
- **Management of rooming requests is the responsibility of the department.** Department-level schedulers should adhere to the rooming request standards set by the Office of the Registrar, including the ADA accommodation policy. Room change requests should go through Scheduling Leads. The main priority of the Core Office is ensuring that courses are roomed to accommodate the max cap and ADA needs of students.
- **Additions or moving a section to another quarter must go through the Associate Dean.** The Associate Dean will contact the Core Office to see if a request can be met or work out how changes may be made within the College to accommodate it.
- **Cancellations must go through the Associate Dean.** The Associate Dean will contact the Core Office to see if a course must be replaced, and if so, the Associate Dean will take the lead in working with their departments to find a replacement.
  - **If there is an emergency cancellation impacting a course with students enrolled, the department should notify their Associate Dean, Scheduling Lead, and the Core Office at the same time.**
  - **Cancellation due to low enrollment will be discussed by the Associate Dean and the Core Office.** The Associate Dean will contact the department chair. The Core Academic Program Coordinator will work with the Scheduling Lead and Departmental Scheduler to coordinate cancellation and moving students.

### Quarterly Audits

To ensure that the Core schedule is as complete and accurate as possible during each advising period, the Core Academic Program Coordinator will run an audit **two weeks prior to each advising period**. This audit will be sent to each college’s Associate Dean and Scheduling Lead, who will then send it out to departments with the Core Academic Program Coordinator copied. Any issues such as missing titles or faculty will be indicated in the audit.

- Corrections will need to be made by the Friday prior to advising (or earlier deadline set by the Scheduling Lead).
- This is also true for any changes, but those requests will need to be made as indicated above.
- **The Core Office requires confirmation from each department that their schedule is correct by the Friday prior to advising.** These confirmations should go to the Associate Dean, Scheduling Lead, and Core Academic Program Coordinator.

### Core Course Proposals

University Core Course Proposals are reviewed twice a year: **November 1 and April 1**. These are the deadlines for submission from College Curriculum Committees. The Core Course Proposal system was designed so that there would be a departmental-level and college-level review before a proposal

reaches the University Core's Curriculum Committee. The electronic proposal forms along with an instruction guide for how to complete them can be found on [the Core's website](#).

- **Proposal forms that have advanced through the college approval process are to be submitted by email to the Core Academic Program Coordinator and must have valid electronic signatures from the Department Chair, Chair of the School/College Curriculum Committee, and the Dean.**
  - The Core Academic Program Coordinator will connect with the Dean's offices of each college two weeks prior to the deadline to see if proposals are forthcoming. It is the College's responsibility to submit the proposals on time.
  - Core and the Scheduling Lead of CAS have a shared tracker for proposals due to the volume of proposals that come from this college. The Core Office is happy to work with other Dean's offices on a joint tracking process.
  - When a Course Proposal is approved, the faculty member will be notified by the Core Director via email and their chair will be copied. **Approval of a course does not guarantee scheduling—this is up to the department and College.**
- Proposals that are part of the Fall (November 1) cycle are generally through the review process by December or January. Therefore this is the best time to submit proposals for courses that will be scheduled in upcoming Spring or Summer terms (eg. if a course will be taught in 20SQ or 20RQ, it should be part of the Fall 2019 proposal cycle).
- Proposals that are part of the Spring (April 1) cycle are generally through the review process by May or June. Therefore this is the best time to submit proposals for courses that will be scheduled in the upcoming Fall or Winter terms (eg. if a course will be taught in 20FQ or 21WQ, it should be part of the Spring 2020 proposal cycle).
- The list of Approved Core Courses will be updated on [the scheduling page of the Core's website](#) twice a year, following the proposal cycles, generally in January and June.
- In the case of new or last-minute hires, the Core office will provisionally approve a new course using this procedure:
  - Faculty must complete the electronic proposal form and obtain review/electronic signature from the Department Chair.
  - The Department Chair will submit the electronically signed form to the Core Academic Program Coordinator. The Core Director and the Chair of the Core Curriculum Committee will review, request revisions if needed, and provisionally approve.
  - **Provisional approval expires after one year.** If a department and faculty member wish to continue teaching a provisionally approved course, they should submit it during the next proposal cycle.
- Some departments have multiple faculty who are approved to teach a proposed course. To add an additional faculty member, please follow the [procedure on the website](#).
- The Core will periodically audit the database of courses and invites colleges and departments to regularly review the list of Approved Core Courses and notify us of courses no longer being taught or faculty who are no longer at the university.
- If a faculty member wishes to update the title of a course, they should reach out to the Core Academic Program Coordinator. If content of a course is changing, they should submit a syllabus to the Core Office and the Core Director and Chair of the Curriculum Committee will determine if a new proposal is needed or if the updated syllabus is sufficient.