

**Course Scheduling**

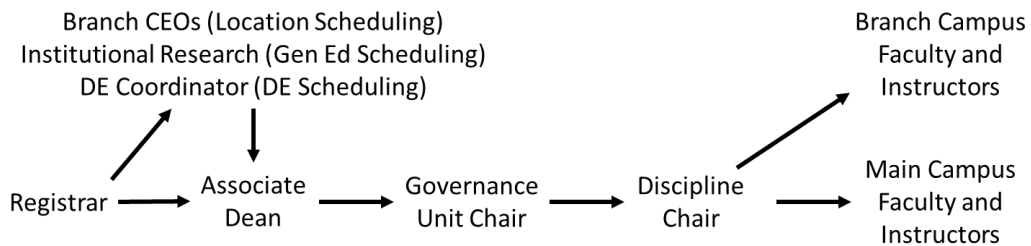
**Timetable Flowchart**

Revised

7/27/2020

Each Draft:

1. Spreadsheet and Timetable Initial Communication.
  - Recommendations on courses needed for Additional Locations and General Education should be recommended here.
  - Coordination of DE classrooms and technology should be initiated here.



2. Timeline

Annual (Academic Year) Timetable:

Mid-November	Registrar sends 1 <sup>st</sup> Draft to Associate Deans, CEOs, DE Coordinator, and requests Gen Ed seats needed from IR
Early December	CEOs, DE Coordinator, IR return recommendations to Associate Deans
Mid-December	Associate Deans send Timetable to Unit and Discipline Chairs who work with faculty and IAS
Late January	Discipline and Unit chairs return Timetable to Associate Deans
Mid-February	Associate Deans return Timetable to Registrar

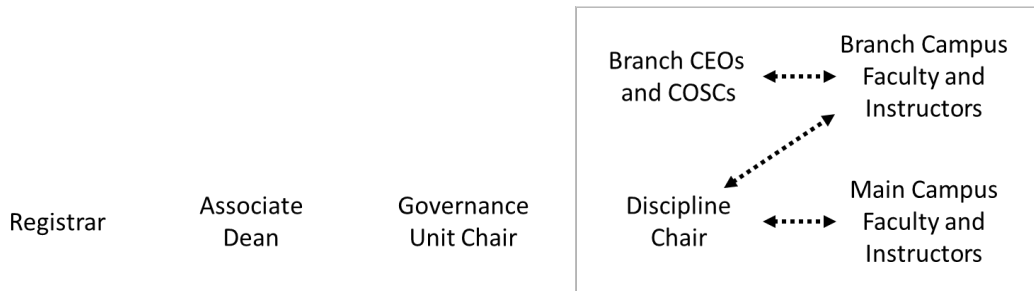
Semester Timetable:

???	Mid-August	Registrar sends 2 <sup>nd</sup> Draft to Associate Deans, CEOs, DE Coordinator, and requests Gen Ed seats needed from IR
???	Early September	CEOs, DE Coordinator, IR return recommendations to Associate Deans
???	Mid-September	Associate Deans send Timetable to Unit and Discipline Chairs who work with faculty and IAS

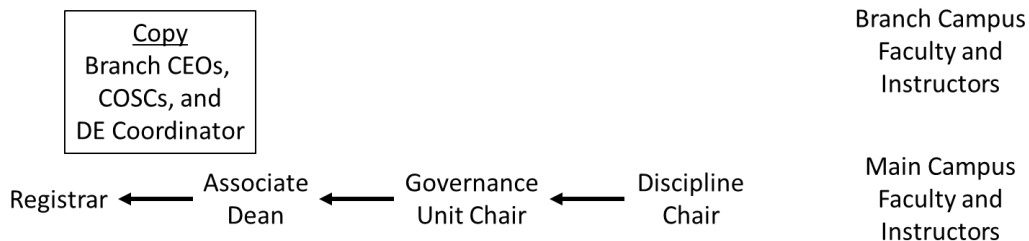
???	Early October	Discipline and Unit chairs return Timetable to Associate Deans
???	Late October	Associate Deans return Timetable to Registrar

3. Discussion (in gray box).

- Courses needed for 4-year programs and the AAS degree should be requested here.
- Discipline Chairs can also consult with Branch CEOs and COSC Chairs if additional input is needed, but the preference is to work directly with Branch Campus Faculty and Instructors.



4. Chairs submit color-coded timetable spreadsheets to Associate Deans then back to Registrar.



Final Draft Only:

5. Course Offerings and Scheduling Committees (COSCs) meet to determine branch campus days/times/locations and if any final modifications need to be made to ensure adequate AAS offerings. Specifically,
- COSCs update **only** the day/time/location using the color-coded timetable spreadsheets and send to the Associate Deans, who then pass the information on to the Registrar's office.
  - If COSCs identify any final AAS needs, they should email the Associate Deans to provide suggestions on courses and instructors, rather than putting on the spreadsheets. The Associate Deans will then pass these requests on to Chairs for consideration.
  - All other requests should have been communicated to the Discipline Chairs in Step 2.