Schedule Planning and Development Timeline - Summer/Fall 2021

December 14 to January 15 – Deans prepare First Draft of Schedules

- Analyze enrollment trends, past offerings, and success data
- Consult pathways maps and course sequences from degrees/certificates
- Identify modalities and course offering dates (Full Term, 9w1, 9w2)
- Consider obligations to contractual load and offering frequency
- Send out availability forms to part time faculty

January 19 to January 29 – Collect input on First Draft, Develop Second Draft

- Collect discipline faculty input on first draft
- Send a copy of the first draft to counselors
- Send a copy to the VPI's office for analysis against district and college enrollment goals
- Collect full time staffing preferences for course sections

January 28 – Send to Scheduler for Data Input, Data Input through February 9

- Data entry being on January 28, most sections days/dates/times/modality should be submitted
- Mark sections that are ready for entry in online matrix by or before January 28, update sections as they are confirmed.
- Continue to update the matrix with changes or revisions as they are necessary

February 12 – Second Draft is sent to Strategic Enrollment Management Committee for Review

- The Task Force has one week to review the schedule and share it's findings and recommendations at a meeting on Friday, February 19
- Section changes after February 12 should be limited, but still made in scheduling matrix

February 22 – All remaining sections should be staffed by faculty

- Using the principles setup by the CBA and our internal staffing processes, satisfying all obligations to full and part time faculty

- If faculty know they are using ZTC/OER materials, note that as an update in the matrix
- Initiating any hiring processes that will be needed to staff the schedule
- Confirming any necessary training for course assignments in distance modalities
- Generate and send Part Time offer letters to faculty

March 1 – **Deadline:** Any remaining section changes should be submitted to Scheduler and entered by March 10 for district audit. Section changes after this point require VPI approval via the change log.

March 8 – **Deadline:** Any remaining staffing information should be submitted to Scheduler and entered by March 13 for bookstore order coordination. Section changes after this point require VPI approval via the change log.

March 15 – Book Order Requests Begin, Offer Letters Returns, Draft/Proof FT Load Cards

March 22 to 26 – Final Check, Schedule will go live on April 5, and Registration opens on May 3, 2021

Enclosed Data Reminders---

Summer and Fall

Full-Term: Dates

9W1: Dates 9W2:

Finals Week:

Scheduling Time Blocks:

MW 7:30-8:45, *9-10:15, 10:30-11:45, *12-1:15, 1:30-2:45, 3:00-4:15, *6:00

TR 7:30-8:45, *9-10:15, 10:30-11:45, College, *1-2:15, 2:30-3:45, 4:00-5:15, *6:00

F: 9:00, 1:00 S: 9:00, 1:00

*Key Fulcrum Time Points: Classes should start or end on this block and should not cross unnecessarily unless necessary.