

02/02/24

Attendees: Andrea Leiman, Alison Mona, Ruth San Filippo, Jennifer Phelps, Simone Sherrard, Ken Kuniyuki, Jennifer Snyder, Nancy Cortes, Ivonne Alvarez.

Deliverables: There are currently job aides on how to build many different types of classes. We discussed flow charts like “if this, then that” but there is more critical thinking involved than using an AI chart. Ideas: Create “Are you a New Dept Chair?” Handbook with links to queries, dashboards, glossaries, important deadlines and why, etc. See Page 2 below...

We discussed considerations for schedule building/maintaining/cancelling for dept chairs.

### Building

Ideally, questions would be asked, open minded listening/brainstorming, and collaborative teamwork between scheduler/dean/dept. Consider precedent and past practices; are they still applicable? Are modality trends up to date? Offering times for students (not what’s convenient for faculty)? Can meeting pattern be manipulated (sometimes adding a 10 min break in between a long 3 hour class adds hours to the already calculated time even though it starts and ends at the same time – play with times during the scheduling period)? It’s easier to add another class (sometimes) than last minute cancelations. Are there faculty/techs/supplies/facilities (ie biology) to support? Is it paired with another class (ie Phys 195/Math 151) across depts? Does ARCH conflict with PHYS because they need both? Do labs have enough time for set up in between classes (this may affect usage of regular time blocks)? Are there enough classes that faculty will make their loads? Are there modality options? Have there been significant changes (AB1705)?

### Maintaining

Regular check in, discussions. Mentor within school or an outside school for perspective. Back up plans because life happens. Run queries, and get curious and creative. Compare Dashboard and queries because of differences.

### Canceling

Considerations before canceling classes. 2 weeks prior deadline avoid paying instructors for prep time if its not going to run (will this restructure the whole schedule due to seniority and priority of assignment)? Has class started/have students purchased unreturned materials? Is it past deadline for students to enroll in comparable sections? What is a good benchmark (50%? 70%?)? Are there other available sections that dropped students can add? Are we talking to the other campuses? Offering times? Is it paired with another class (ie Phys 195/Math 150) across depts? Are there enough classes that faculty will make their loads? Are there modality options? Have there been significant changes (AB1705)?

## Handbook for Scheduling Dept Chair

Start with the **Class Prior Term Report** from the previous semester (ie: Summer 2023 to Summer 2024, Fall to Fall, Spring to Spring, etc), which is a printout of significant class information including:

From and To: Prior class number to new class number.

Units: ie - 5 units are longer than 3 unit classes, also more fte, atypical time blocks.

Capacity: Maximize student enrollment, consider room size, labs, CBA guidelines (ie: ENGL 25 max).

Waitlist: Intentional minimal waitlists to fill other sections, utilize Add/Permission Codes.

Times: Utilize time blocks as much as possible, 10 mins in between classes

Days: M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday, S - Saturday.

Fte: Some classes are concurrent and fte is zero'd out to consider when calculating your total allocated fte.

Term: Starts with **2**, then last two digits of year - **2024**, then semester – **3** Spring, **5** Summer, **7** Fall. (ie: Spring 2024 – 2243, Summer 2024 – 2245, Fall 2247), see job aids.

Section numbers: 4 digits, City – 1000s, Mesa – 2000s, Miramar – 3000s, Linked classes LNKA/LNKB/LNKC, Mesa High School – 2100s, 7000s?

Status: A - Active, X - Canceled, T - Tentative (hidden), Stop Enrollment

Session codes: 1 - regular 16 week, 8W1 - first 8 weeks, 8W2 – second 8 weeks, HSS – High schools, DYN – irregular dates, must start on a Monday unless a holiday and end on a Saturday, INT – Intersession, see job aids.

Start/end dates: Semester start and end dates, most imported from Session Codes, others manually entered.

DAH/WAH: Daily/weekly total semester average hours broken down per class per class session and/or week. Helpful when reporting leaves/substitute hours.

Total hours: Total scheduled hours must be within minimum/maximum range. See Course Catalog or Maintain Schedule/Meetings Tab.

Notes: Viewable to students in Class Search.

Class attributes: Online (fully), OnlingMtg (partially online, more online hrs than scheduled classroom), Hybrid (partially online, more On-Campus hrs than online), Special Designators for high school (see SPDG job aid),

Review patterns, fill rates, changes in need, modality trends, offering times convenient to students (ie: Phys 195 should not be scheduled at same time as Math 151 as these are often take together).

Collaborate with other schedulers across departments for a wider perspective. Visualize classrooms and faculty schedules with spreadsheets are whatever works best for you.

Review **Dashboards** and filter to your needs, there are several:

Mesa Dashboard:

<https://public.tableau.com/app/profile/sdccd.institutional.research/viz/SDCCDEnrollmentDashboardDemand/EnrollmentFillRateSections>

SDCCD Daily/Historical Dashboard:

<https://public.tableau.com/app/profile/sdccd.institutional.research/viz/SDCCDEnrollmentDashboardHistorical/EnrollmentFillRateSections>

**Queries** navigation in CS: Campus Solutions> Reporting Tools> Query> Query Viewer

X_CM_CLASSES_SCHED	Class schedule details in real time, enrollment, Special designators, (no notes, paid hrs)
X_CM_CLASSES_SCHEDLING	above to include notes

Enter Term> Offering Number, (search and filter out what you don't need from excel spreadsheet)

### Room Charts

The VPI's office used to maintain room charts so each school knew what rooms they had priority over when scheduling. We'd like to bring that back as a new person would not know this information.

**Ad Astra** room scheduling assistant:

<https://www.aaiscloud.com/SanDiegoCCDistrict/Default.aspx>

(order of search is important, Calendar> Scheduling Grid> Choose Calendar (center dropdown), Week view (top left), Date (blue box). Use/save filters for your campus. Play with it and find what works for you or use Calendar> Available Rooms> Search Type Location and Event> Meetings (choose specific start/end times/dates. Filter to your needs (campus/building/classroom type/etc).

### Time Blocks:

Maximize enrollment with standard class times whenever possible with 10 min break in between: (ie: 0800-0925, 0935-1100, 1110-1235, 1245-1410, 1420-1545, 1555-1720, 1730-1855, 1905-2030, 2040-2105)

### Min/Max ranges:

Classes have minimum hours requirements to transfer/graduate. Schedule close as possible to maximum hours to increase productivity (without going over hours). Faculty are not paid for any hours over the max. Navigation: Campus Solutions> Curriculum Management> Schedule of Classes> Course Catalog> Academic Institution SDCCD> Subject> Catalog Number> Campus> (MIN/MAX Hours)

Schedule Development **Job Aides:**

<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/262930900/Schedule+Development>

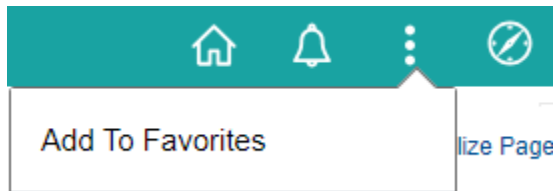
**Maintain Schedule of Classes** navigation in CS: Campus Solutions> Curriculum Management> Schedule of Classes> Maintain Schedule of Classes. Tabs: are Basic Data, Meetings, Enrollment, Notes.

**Course Catalog** navigation in CS: Campus Solutions> Curriculum Management> Schedule of Classes> Course Catalog. Options are Browse, Course Catalog, Equivalencies, Summary, Search.

**Class Roster** navigation in CS: Campus Solutions> Curriculum Management> Schedule> Class Roster> Class Roster.

**Term Workload** navigation in CS: Campus Solutions> Curriculum Management> Instructor/Advisor Information> Instructor Term Workload.

Save **Favorite** navigations in CS with three dots at top right when on the page you would like to save as a Favorite:



(House is home, Bell is notifications, Dots are new window/preferences/add or edit/print/change password/sign out).