

Brainstorming from Feb 2, 2024 EM Scheduling Practices Subgroup meeting:

In Attendance: Michael Harrison, Mandy Johnston, Bryan Malinis, Veronica Gerace, Sue Saetia, Janue Johnson, Todd White, Nathan Resch, Isabel O'Connor, Donna Budzynski

I. Donna did a short presentation on the Scheduling Practices Survey and handed out the survey questions and results for some of the free response questions.

I. We worked on developing a flow chart for scheduling practices at Mesa (see attached).

II. We discussed general scheduling practices and ideas

III. Our deliverable is a Best Practices Scheduling Document. Initial due date: April 16, 2024

IV. The group will work on this between meetings

V. We will take into account the results of the scheduling practices survey done in Fall 2023.

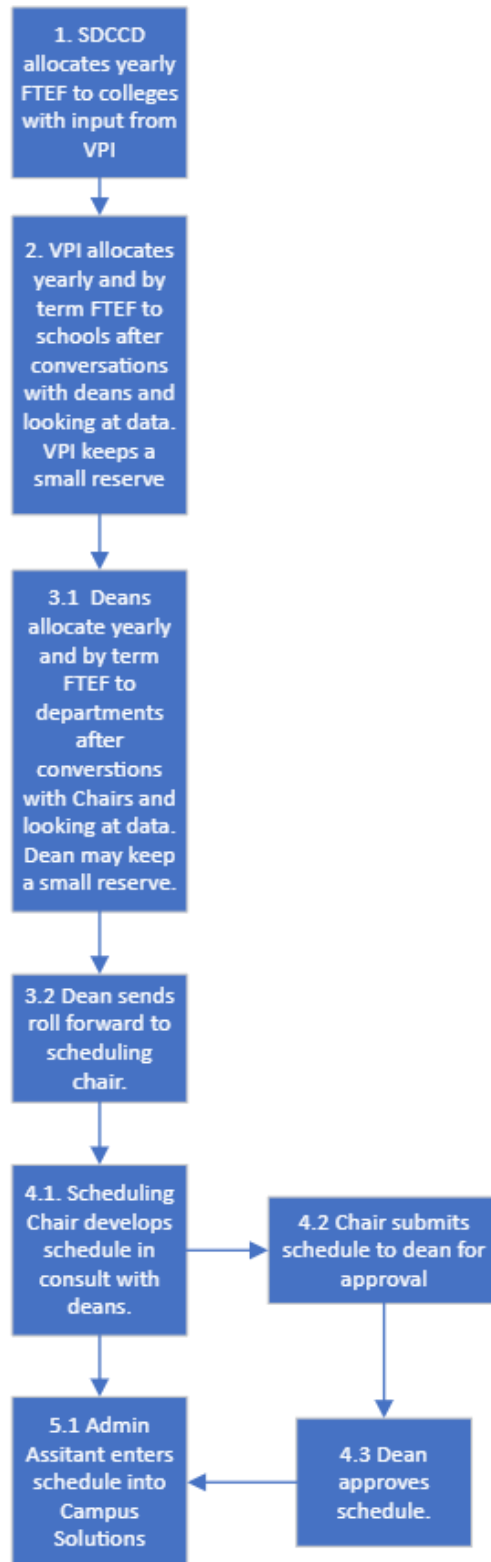
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Some other ideas discussed:

1. Most important concept: to accomplish the steps in the flowchart effectively, we need:
 - a. Good communication between all parties involved
 - b. Trust
 - c. Transparency
2. Importance of communication with students (for example, Drop for Non-payment).
3. Interdepartmental and interschool scheduling discussions (cross-pollination)
4. CalGETC
5. Future use of AI in scheduling.

Subgroup Meetings will be scheduled for the first Friday of the month. Next meeting March 1.

Basic Scheduling Flowchart: San Diego Mesa College



Narrative for Scheduling Flowchart: (numbers correspond to flowchart number)

1. District also provides initial timeline/deadlines for schedule development

2.

3. Suggested points for dean/chair discussions and scheduling chair considerations:

- data from previous semesters (number of sections, fill rates)
 - Is a course expanding or shrinking?
- % of each modality
- Evening sections?
- Previously cancelled classes (these do not appear on the roll forward).
- Scheduling time blocks
- Interdepartmental concerns
- Room usage
- Wait list practices (be intentional)

3. Timeline for schedule submission usually determined by dean discussion with admin assistant, keeping in mind district timeline from #1.

4.1 Besides the dean, scheduling chair may consult with: program directors, coordinators, instructors, or counseling for feedback on schedule.

4.1 Scheduling Chairs keep data and documentation from previous semesters.

Other notes:

Cohort groups, such as many areas of Allied Health and some in CE, follow a cohort scheduling model and so their processes are different. Allied Health especially has many regulations they must follow. Also, there are crossovers in other departments, for example COMS or ENGL course taught in an Allied Health cohort.