

## **Course Scheduling Development Process**

(Revised January 29, 1999)

(Revised by the COB Ad. Council, January 5, 2005)

(Approved, COB Faculty, January 10, 2005)

Department Chairs are responsible for developing course schedules in accordance with the guidelines and dates provided by the Associate Dean.

Schedules are developed to accommodate the course availability needs of day and evening students. Accordingly, Department Chairs maintain year-to-year or multi-year schedules and enrollment histories to assure predictable frequency of course offerings and appropriate rotation between day and evening offerings.

A study of enrollment history is necessary to assure that the scheduling process considers minimum class sizes as an aspect of the efficient deployment of faculty. Faculty load and number of preparations are also considered in developing the schedule.

In scheduling graduate courses, department chairs work closely with the Director of Master's Programs who, as the academic advisor to graduate students, is more aware of their class scheduling needs.

The schedule development process begins when the Department Chair provides a recommended schedule to faculty and requests their suggestions and preferences. The chair then revises the schedule to help accommodate faculty and students and solicits comments from department faculty before submitting it to the Associate Dean and the Director of Master's Programs. While the final recommendations from the chair consider faculty preference, they are based primarily on the scheduling needs of students.

The proposed College schedule is subsequently distributed to all faculty for evaluation regarding time conflicts of competing courses among departments. The Associate Dean is responsible for final decisions in consultation with the chairs regarding time and room conflicts, for submitting the schedule to the Dean for approval, and subsequently for submitting the proposal to the University.