

Institutional Course Scheduling Team

August 1st, 2007

2:00 PM – 3:30 PM

SSC 102

Agenda

I. Updates

II. Formulate Recommendations for Guiding Principle #3 (Divisions Will Share Best Practices in Managing the Scheduling Process), Operating Principle #2 (The scheduling process will seek to maximize the efficiency of room utilization) and other potential recommendations

Next Meeting: August 8th, 2:00 – 3:30PM, SSC 102

Parking Lot:

- Collect information on number of sections for which each ‘scheduler’ at CNM is responsible: consistent or wide variety?
- Is overall FTE a criterion considered by any divisions when building schedules?
- Can maximum capacity for each room at CNM be posted?
- Security issues regarding access to facilities
- Other individuals scheduling instructional room
- Swipe cards on room to solve access and key management issues
- Queries done by PBIR, rather than divisions, to ensure consistency
- Standardized priority of scheduling classes and events?
- Should WTC manage the renting of space at ALL of TVI’s locations and receive some revenue instead of it going to the general fund?
- Should WTC receive some revenue from the FTE generated by courses offered at the facility?
- Division summary or list of room dedication with caps.
- Adult Education classes
- Process for considering pedagogical concerns and accreditation needs
- Should we say something about instructor availability as a criterion for cancellation decisions?
- Should the 24 hour tuition payment deadline be considered as connected to scheduling?
- Should the enrollment threshold for cancellation be an absolute number or a % of the course’s cap?
- Should a budgetary “break even” point be a consideration when making cancellation decisions....if so, how (course by course, average)?
- Mechanisms for conflict resolution once recommendations implemented?
- Use of computer labs by non computer classes