GENERAL GUIDELINES FOR PREPARING
THE MASTER ACADEMIC SCHEDULE

1. Meeting **STUDENT** needs is the primary objective governing the creation of the Master Academic Schedule.

2. The schedule must be re-examined each semester, so that last year's schedule is not just automatically repeated.

3. A standardized form should be developed and used to consider faculty course selection requests. Faculty schedules should be student driven and not developed around individual faculty requests.

4. The master schedule must be well distributed and balanced across the full week, and will include a balance of Friday, Saturday, Sunday and late afternoon classes.

5. The basic introductory courses (COM101, SOC101, PSY101, etc.) in the department or discipline (those with a history of high enrollment) should be spread across the week on all days in all time blocks.

6. The number of sections offered each semester should be based on an analysis of the previous year's numbers (Banner report on utilization figures). For example, if only five sections of a particular course are running during the current fall semester, one should not be offering six sections of that course in next fall's schedule, unless there is compelling evidence to indicate that there will be enrollment growth for that course next fall. Likewise, if five sections of a course are running this fall at 70% utilization, you probably need to schedule only four sections for next fall.

7. When there are multiple sections of a course in the same time module, at least one should be at zero seat limit or held with a trigger to open when the other section offered during the same time module can be split.

8. Courses should be placed in classrooms where contractual seat limits can be observed. A class should not be placed in a room where spatial or equipment restraints require the lowering of seat limits without prior authorization from the individual campus MSPC Liaisons.

9. If some courses are repeatedly cancelled due to low enrollment, those courses should be thoroughly reviewed and either revised and revitalized or removed from the schedule.

10. Scheduling of advanced courses that are common to two or more campuses should be coordinated amongst academic chairs across the college.

11. Advanced course with traditionally low enrollment on any particular campus should be taught, where possible, in a distance-learning format.

12. Certain types of courses should not be offered every semester. When they are, the result is often cancellation due to low enrollment. To prevent this from occurring, such courses should be regularly cycled in the scheduling process.

13. Flexibility in scheduling should be demonstrated by considering the creation of alternative modules (e.g. every other week, 7 week, early morning, weekend, etc.) for some courses.

14. Sequential and curriculum required courses offered in a particular major must be examined and inputted with all of the appropriate academic chairs involved, so that required courses are not being offered during the same time module (MAT204 and CHE134 or BIO152 and BIO272).

FOR MORE SPECIFICS ON THE DEVELOPMENT OF THE MASTER SCHEDULE, SEE DOCUMENT ENTITLED REQUIREMENTS FOR MASTER SCHEDULE DEVELOPMENT AND MANAGEMENT