Requirements for
Master Schedule
Development and Management

Prepared by

Office of Academic and Student Affairs

November 19, 2004

Revised-02/21/08

Requirements and Responsibilities for Development and Management of the

College Academic Schedule

	Develop Schedule under New Requirements	Review Campus Schedule for Compliance with Requirements	Review and Recommend Continuing/Online/Dist. Education Schedule	Approve College Master Schedule	Manage and Implement Master Schedule/Continuing Education Schedule
Academic Chairs	**X**				
MSPC Campus Liaisons[1]		**X**			
Associate Dean of Continuing Education	**X**				**X**
Executive Vice President			**X**		
Associate Dean for Planning and College Master Schedule			**X**		
Associate Dean/Division of Instructional Technology			**X**		
Office of VPASA[2]				**X**	
Campus Executive Deans/CEO's		**X**			**X**

[1]MSPC campus liaisons collaborate with academic chairs and campus administrators responsible for campus-specific review of the master schedule.

[2]The **associate vice president of student services, associate dean for curriculum and assessment** and the **associate dean for planning and college master schedule** will forward the master schedule to the vice president for academic and student affairs after they have determined that it is responsive to programmatic and student scheduling needs and linked to SCCC's mission and vision statement, enrollment goals and the college budget.

A. Requirements for Development of the College Academic Schedule

The **primary objectives** governing the creation of the master schedule should be student academic needs and college enrollment goals as articulated in the college budget. **Academic chairs, and the college director of ESL**, under the direction of the **campus executive deans/campus CEO's and MSPC campus liaisons** and within the parameters of the *Master Schedule Development Calenda*r http://www.sunysuffolk.edu/Web/Central/AcademicAffairs/mspc/, must reexamine the offerings each semester (i.e., *last year's schedule should not be automatically rolled over*) and develop an academic schedule based on student needs and optimal and efficient utilization of staff, space, and equipment. The **associate dean for continuing education and associate dean/division of instructional technology** will perform a similar review of continuing education offerings/online-distance education courses and develop a course schedule based on community and student needs. This schedule will consider optimal and efficient utilization of staff, space and equipment allocated to continuing education. The **associate dean of continuing education** will operate under the direction of the executive **vice president** and within the parameters of the *Master Schedule Calendar* http://www.sunysufolk.edu/Web/Central/AcademicAffairs/mspc/.

1. **Academic chairs** will create a well-distributed and balanced schedule; they are responsible for

    - Comparing a "proposed" schedule with the previous year's equivalent-semester enrollment. In order to facilitate this process, Banner reports will be available, for distribution to executive campus deans, the associate dean for planning and college master schedule, MSPC campus liaisons and academic chairs at the beginning of the schedule development process, enrollment data from the close of the previous semester's drop/add;

    - Inputting the schedule correctly in Banner with careful attention to CRN numbers, approved time modules (see Attachment III), and billing, programmatic and other codes;

    - Maximizing instructional space through full utilization of early morning, afternoon and evening, Friday (20% of required classes should be scheduled on Friday), and weekend modules;

    - Spreading the basic introductory and required courses in the department or discipline (those with a history of high enrollment) across the week, day and evening in all time slots. It is critical that academic chairs schedule sufficient seats in high demand courses to accommodate student needs. Whenever possible, potential expansion of high demand courses should be facilitated by building parallel sections in pairs of classrooms with one section set at zero-limit;

- Determining the number of sections to be offered each semester based on the previous year's enrollment (including utilization figures) and the college's enrollment goals. 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 or current course utilization is 90%, or higher. Likewise, if five sections of a course are running this fall at 70%,

  only four sections should be scheduled for next fall and at least one should be at zero seat-limit;

- Scheduling courses in classrooms that accommodate approved college seat limits. Without authorization from the executive campus deans, academic chairs should never place classes in rooms where spatial or equipment restraints require the lowering of seat limits;

- Scheduling advanced courses with traditionally low enrollment synchronously in the distance learning classrooms;

- Cycling upper-level courses *in sequence* to facilitate student academic planning and to minimize class cancellations;

- Reviewing courses repeatedly cancelled due to low enrollment (see the attached *Course Cancellation Policy*) and offering them again only after they have been thoroughly revised;

- Making available to departments requiring additional space for a given time module any of a department's designated classrooms that are not being utilized at that time;

- Offering some courses, as determined by student demand and the academic course content, in alternative modules (e.g., 7 weeks).

- Develop block schedules in Banner.

2. **MSPC campus liaisons** will review the departmental schedules for their respective campuses. The associate dean for planning and college master schedule will ensure adherence to the scheduling requirements listed above and will approve the college schedule. MSPC campus liaisons are responsible for:

   - Meeting with academic chairs before they begin input of the academic schedule to assure compliance with the requirements for development of a well-distributed and balanced schedule and to discuss current enrollment goals for each semester in comparison to the previous fall/winter/spring/summer semester enrollment as captured in the download from the previous semester's drop/add;

- Reviewing entries in Banner to ensure accuracy of data (e.g., CRN numbers, section numbers, time modules, and billing, programmatic and other codes);

- Determining that enough seats are scheduled to accommodate student need in high demand courses;

- Coordinating the scheduling of advanced courses across the college;

- Promoting flexibility in scheduling of some courses through creation of alternative modules (e.g., 7 weeks);

- Minimizing student schedule conflicts involving programmatic requirements across more than one discipline (e.g., NUR and BIO) by collaborating with appropriate academic chairs and with the campus directors of counseling;

- Returning departmental/discipline schedules to academic chairs for all corrections;

- Forwarding the college schedule for their academic school to the Master Schedule Process Committee[1] for its review and recommendations.

3. **Master Schedule Process Committee, associate dean for planning and college master schedule and MSPC campus liaisons** review the college master schedule and discuss their recommendations with the **associate vice president of student services and associate dean for curriculum and assessment**. If changes are required, the schedule is returned to the appropriate MSPC campus liaison who oversees revisions by the academic chairs.

4. The **associate dean for curriculum and assessment** , **associate vice president of student services and associate dean for planning and college master schedule** present the academic schedule to the **vice president for academic and student affairs** for final approval.

B. Guidelines for Management of the College Academic Schedule

After the schedule has been approved, **campus executive deans/campus CEO's**, as the managers of the academic schedule, oversee maintenance of an academic schedule that adheres to institutional policy and goals; they are responsible for

- Modifying the schedule in light of actual enrollment data or budgetary constraints;

- Making decisions, in collaboration with academic chairs and the associate deans and in compliance with *Course Cancellation* and *Late Registration* policies (see attachments I and II), regarding possible addition or deletion of sections;

- Reporting to the Office of Academic and Student Affairs any major (proposed) alterations to the approved master schedule.

Guidelines Revised: 02/21/08

Attachment I

COURSE CANCELLATION POLICY

GOALS

1. minimize course cancellations within the two week period preceding the start of the semester (i.e., in order to minimize problems for students);
2. fulfill the college's obligation to offer all courses required within a curriculum, while at the same time insuring that enrollment in each curriculum is sufficient to justify its continuation;
3. adhere to the BOT-approved goal of an aggregate seat utilization rate of 88% for the day and/or evening session, as of the official census date; and
4. create a more flexible approach to balancing the oftentimes competing needs of maximizing class utilization, serving students, and offering a comprehensive and diverse curriculum.

COURSE CANCELLATION POLICY

1. Following the payment due date descheduling (i.e., two weeks before the start of day classes), but no later than one week before the start of day/evening/weekend classes as appropriate, a final commitment should be made by the appropriate academic administrator regarding whether or not each class should remain in the academic schedule. Guidelines to be used in making these determinations shall be as follows:

   a. All **Required/Major Courses**[1] should remain in the schedule, at least on one campus, as long as it is anticipated that the final enrollment will be sufficient to offer an appropriate academic experience (i.e., as determined by the Campus Executive Dean/Campus CEO).
   Note that this policy should not preclude efforts to consolidate such courses into fewer sections, or to utilize the distance learning classroom for this purpose whenever possible. In addition, should any **Required/Major Course** fail to reach a final enrollment of 12 or more, the Vice President for Academic and Student Affairs shall undertake a review to determine the future viability of the program.

   b. All **Single Section Courses** (e.g., Honors courses, special topics, etc.) should remain in the schedule, at least on one campus, if the final enrollment can reasonably be anticipated to be 12 or more. Should such a class fail to reach a final enrollment of 12 or more, it should not be included in the class schedule for subsequent semesters unless so authorized by the Campus Executive Dean/Campus CEO.

[1] Required/Major Courses are defined as courses that are part of the major, required for the degree, and often, although not always, serve as a prerequisite for additional required courses.

c. All Other Courses should remain in the schedule if the final enrollment can reasonably be anticipated to be 15 or more. Note that this should not preclude efforts to consolidate multi-section courses into fewer sections. In addition, any such class that fails to reach a final enrollment of 15 should not be included in the class schedule for subsequent semesters unless so authorized by the Campus Dean.

2. All class sections that do not satisfy the criteria specified in 1 a, b, and c above should be cancelled no later than one week before the start of day/evening/weekend classes, as appropriate. Conversely, once the decision has been made to offer the remaining classes (i.e., as indicated in 1 a, b, and c above), these classes should remain in the schedule even if the anticipated enrollment does not materialize (i.e., except in cases of an unanticipated staffing problem or situations where enrollment is not sufficient to provide an appropriate academic experience).
3. For all classes that get cancelled after the payment due date, the students in that class should be telephoned as soon as possible, in the evening, by an administrator, faculty member, or counselor who can immediately assist the student in finding and registering for an appropriate substitute class.

Approved, March 30, 2004 President's Executive Council

Revised, February 21, 2008

Attachment II

LATE REGISTRATION POLICY

Effective fall 2004:

1. The 'normal' registration period for fall and spring semesters will end one week prior to the start of classes.
2. Late registration, including imposition of the late registration fee, will begin one week prior to the start of classes and continue through the first week of classes.
3. Registration for a course, except as noted below, will only be permitted up until the day before the course is scheduled to hold its first class meeting.
4. Registration for telecourses and online courses will be permitted until the end of the first week of classes.
5. Exceptions to this policy may only be approved by the Office of the Campus Executive Dean/Campus CEO.

Note: The Late Registration Policy is intended to apply only to students who do not yet have a class schedule. Students with an existing schedule shall continue to be allowed to modify their schedule through the add/drop procedure during the first week of classes, without payment of the late registration fee.

Approved, March 30, 2004
President's Executive Council
Revised: November 2, 2004
Revised: February 21, 2008

Attachment III

SCCC TIME BLOCKS

Three-contact hour blocks (2x/wk)

START	**END**
8:00 AM	9:15 AM
9:30 AM	10:45 AM
11:00 AM	12:15 PM
12:30 PM	1:45 PM
2:00 PM	3:15 PM
3:30 PM	4:45 PM

Evening

4:20 PM	5:45 PM
6:00 PM	7:25 PM
7:35 PM	9:00 PM

Four-contact hour block (2x/wk)

START	**END**
7:30 AM	9:10 AM
9:30 AM	11:10 AM
11:30 AM	1:10 PM
1:30 PM	3:10 PM
3:30 PM	5:10 PM

Evening

4:00 PM	5:50 PM
6:00 PM	7:50 PM
8:00 PM	9:50 PM

revised April, 1999