

# CLASS SCHEDULING PRODUCTION

## PRE-PRODUCTION

- Operations Coordinator sets quarterly schedule production dates.
- Chairs and Deans develop and approve class schedule.
- Administrative Assistants enter class details and available attributes.
- Administrative Assistants will provide Scheduling Operations Coordinator a list of classes that can be placed in computer classrooms in order of priority (this is based on student learning not on teacher preference).

## PRODUCTION

- Operations Coordinator closes pre-production.
- Scheduling Operations Coordinator batches and optimizes schedule for classrooms and places orphaned classes. Because of shortage of general classrooms some orphans will be placed in computer labs.
  - Meets with Administrative Assistants for room placement meeting to review classes and make any requested swaps
  - A room change form is available on the Portal >Instruction>Academic Affairs and is required for room changes made after room placement meeting
- Class schedule is available for student viewing based on dates provided by the State Board.

## POST-PRODUCTION

- All class and room changes should be completed prior to the start of registration.
- No changes can be made to classes by Administrative Assistants if students are registered as this impacts several areas.
- All classroom changes will be facilitated by the Scheduling Operations Coordinator via the online request form to allow facilitation of transactional process between ctcLink and 25Live.
- All approved classroom changes will be processed within two work days.
- If there are class cancellations, Administrative Assistants are asked to notify the Operations Coordinator and Scheduling Operations Coordinator.
- Scheduling Operations Coordinator receives information via the online request form for additional attributes to be added to classes (OER, Low Cost, SI, etc.) and submitted by interested parties.
- All requested attributes will be assigned within two work days.
- Operations Coordinator runs enrollment reports one week prior to quarter start and on 10<sup>th</sup> day for EVP review.
- Operations Coordinator runs class error reports several times during the quarter to determine correction needs and notifies Administrative Assistants for corrections.

Operations Coordinator = Carroll Ferguson

Scheduling Operations Coordinator = Wayne Mask