Timeline and process for spring 2017 schedule development:

*The Office of instruction is pleased to report that starting this fall the scheduling completion timeline has been extended by two weeks*

**Date: 8/18:** Center Deans submit course schedule recommendations to AVC Almaguer.

**Date: 8/19:** For the upcoming spring 2017 schedule development process, the Office of Instruction sends the spring 2016 roll over in two parts to Department Chairs and School Deans.

1.) Spring 16 department courses showing 15 or more enrolled at census date.
2.) Spring 16 department courses showing 14 or less enrolled at census date.

**Date: 8/22-9/12:** The Department Chair will meet with the School Dean to review submission of the first draft. At the first meeting, a Department Chair requesting classes to be restored from the (SP16) listing of 14 or less enrolled must submit supportive rationale with their request to the Dean. A Department Chair requesting additional FTEF for course/program innovation, must also submit appropriate supportive rationale to the Dean.

The Dean will review the rationale for the requested course(s) with the Department Chair and determine how the rationale meets the list of criteria for restoration or for innovation. The Dean and Department Chair will also discuss any Center Dean recommendations and provide rationale for any courses not included in the first draft schedule at the Center.

The Dean will take meeting notes and prioritize the request list from each of their departments.

**FOR COURSE RESTORATION:** (please note - there is 9.5FTEF available for restoration, college-wide)

1.) Department recommendations for restoring (14 or less) classes from the SP16 schedule back into the SP17 schedule.
2.) Each requested course for restoration must have supportive rationale based on the Scheduling Development and Review Task Force and Office of Instruction restoration criteria list below.

**Course restoration criteria (non-prioritized by SDRTF) for consideration:**

- Major/Degree/Transfer required courses
- CTE Degree/Certificate required courses
- General Education courses
- Pipeline courses: Career Pathways, Dual Enrollment, Distance Education
- Productivity
- Historical enrollment trends
- Extraordinary department reduction impact (FTEF % threshold)
- Center reduction impact
- Time offering distribution (day, eve, weekend)
- Labor/market needs and demand
- Agreements with outside entities
- Single section critical course to the program
- Department full-time FTEF reduction impact
- Staffing (FT/PT leaves)
- Other unintended consequences for consideration

FOR PROGRAM INNOVATION/GROWTH: (please note - there is up to 2.0 FTEF available for innovation, college-wide)

1.) Department recommendations for adding courses under innovation into the SP17 schedule.
2.) Each requested course for innovation must have supportive rationale based on the Scheduling Development and Review Task Force and Office of Instruction innovation criteria list.

Course innovation criteria for consideration:

- Demonstrated high demand
- Data-based supportive rationale

MORE IMPORTANT DATES:

Date: 9/13: The Dean will submit each department’s first draft to the Office of Instruction with a prioritized list of restoration and innovation requests. The Dean’s prioritization will be based on submitted department rationale and Schedule Development and Review Task Force/Office of Instruction criteria.

Date: 9/14-9/22: The AVC’s will meet with the School Deans to review all spring 2017 schedule submissions and restoration/innovation requests. In addition, two members from the Schedule Development & Review Task Force will be invited to attend this meeting. The AVC’s review will be based on the Dean’s prioritization and the Schedule Development and Review Task Force/Office of Instruction criteria.

Date: 9/23-9/25: The AVC’s will submit a recommendation to the Vice Chancellor of Academic Affairs based on the Dean’s prioritization and the Schedule Development and Review Task Force/Office of Instruction criteria that will identify sections totaling the required 5% schedule reduction in addition to specific sections and courses for restoration and innovation FTEF for spring 2017.

Date: 9/27: The AVC’s will notify all Deans of the final FTEF results of reduction, restoration and innovation for spring 2017 for departments within their School.
Date: 9/28: The second draft containing the (5%) 30FTEF reduction as well as all approved recommendations and requests for restoration and innovation will be sent to all Department Chairs and School Deans.

Date: 10/3-10/11: Departments will submit a second draft (integrating final reductions, restoration, innovation FTEF) to the School Dean.

Date: 10/12: Dean will submit the second draft of all departments to the Office of Instruction.

Date: 10/24-10/25: Galley proof of schedule.

Date: 11/7: Spring 2017 schedule becomes available online.