

Fall 2009 Shared Scheduling Responsibilities

(Fall 2009 Scheduling Cycle Dates)

Dates	Department	College	OCM Scheduling
11/17/08 ECS Period 1	<ol style="list-style-type: none"> 1. Run UMReports Class Schedule Summary report. 2. Identify all courses not being offered in report and delete them. 3. Run UMReports Non-Standard and Peak vs. Non-Peak Minutes reports. 4. Using the reports, identify and fix courses that need to be brought in-line with scheduling policies. 5. Review Requested Room Capacities and make adjustments based upon actual enrollment from previous semester. 6. Pre-assign as many courses as possible in department classrooms. 7. Spread course offerings over standard times and across days of the week. 	<p>Monitor/Review department Actions</p>	<p>Communicate with Academic Schedulers, provide assistance when necessary and respond to questions.</p>
12/12/08	<p>Schedule submission deadline</p>	<p>Review of College schedule submissions:</p> <ol style="list-style-type: none"> 1. Verify College Performance against scheduling policies <ul style="list-style-type: none"> • Non Standard Meeting Times • Peak vs. Non-Peak Minutes • Projected Enrollment 2. Assist in corrective actions by Departments. 	<ol style="list-style-type: none"> 1. Provide College with reports detailing courses that do not adhere to scheduling policy. 2. Remove non-conforming courses from schedule.
01/16/09	<ol style="list-style-type: none"> 1. Deadline for making College directed course changes. 2. Re-run and review UMReports Non-Standard and Peak vs Non-Peak Minutes reports. 3. Submit Final Corrections. 	<ol style="list-style-type: none"> 1. Deadline for All College Course Changes to be submitted. 2. Re-run and review UMReports Non-Standard and Peak vs Non-Peak Minutes reports. 3. Check performance of departments/college. 	<ol style="list-style-type: none"> 1. Provide College with reports detailing courses that do not adhere to scheduling policy. 2. Remove non-conforming courses from schedule.
01/17/09 ECS Period 2			<ol style="list-style-type: none"> 1. Verify data integrity 2. Data cleanup 3. Run Schedule25 room utilization optimization algorithm. 4. Review results 5. Accept room assignments OR make changes and rerun optimization. 6. Final room assignments in R25 7. Export room assignments to ECS.
03/12/09			<p>Schedule with room assignments published to ONESTOP.</p>
03/13/09 ECS Period 3	<p>Enter late course changes/modifications as required, making sure to maintain adherence to schedule policies.</p>	<p>Monitor/Review department changes/modifications for policy adherence.</p>	<ol style="list-style-type: none"> 1. Monitor ECS-R25 Interface 2. Review import logs & work with departments to resolve conflicts. 3. Monitor adherence to policy. 4. Work to eliminate any unplaced courses.
04/09/09 ECS Period 4	<p>REGISTRATION BEGINS</p>	<p>REGISTRATION BEGINS</p>	<p>REGISTRATION BEGINS</p>
	<p>Submit post-registration course changes as required, making sure to maintain adherence to schedule policies.</p>	<p>Monitor/Review Department changes/modifications for policy adherence.</p>	<p>Process College approved course cancellations.</p>
	<p>College approval required for cancellation of courses.</p>	<p>Approve course cancellations.</p>	<p>Monitor schedule for policy adherence</p>

Fall 2009 Shared Scheduling Responsibilities

(Fall 2009 Scheduling Cycle Dates)

ECS Period 1 begins November 17, 2008

- Department schedulers update course information (delete, add, change) and submit all requirements.
- Room priority agreements are honored.
- Departmental room assignments are made.

ECS Period 2 begins January 17, 2009

- ECS closes to schedulers while rooms are assigned centrally.
- OCM runs room utilization optimization algorithm.

ECS Period 3 begins March 13, 2009

- ECS reopens to schedulers for late updates to course information (cancel, add, change).
- Changes made to meeting time(s) result in loss of central room assignment.
- Increasing course enrollments to greater than room capacity result in loss of central room assignment.

REGISTRATION STARTS – April 9, 2009

ECS Period 4 begins April 9, 2009

- Department schedulers submit post-registration changes.
- Cancellations must be referred to colleges for approval.

IMPORTANT GOALS

- Spread Course Load Across Standard Times and Across Days
- Increase Utilization of Departmental Classrooms