

Policies and Procedures

Date: April 11, 2017

Subject: Class Scheduling

1. Purpose	1
2. Policy	2
3. Responsibilities.....	2
4. Procedures	2
4.1 Steps to Develop Division Class Schedules	2
4.1.1 Rollover or Create Division Class Schedules.....	2
4.1.2 Analyze and Review Division Class Schedules.....	3
4.1.3 Align Class Schedules College-wide.....	3
4.1.4 Input Division Class Schedules	4
4.1.5 Assign Faculty to Classes	4
4.1.6 Track and Adjust Division Class Schedules	5
4.2 Cancelling, Collapsing, and Reassigning Classes	5
4.3 Bumping for Class Assignments	6
5. Definitions	6
6. References	7
7. Review Periodicity and Responsibility	7
8. Effective Date and Approval	7
9. Review and Revision History	7

1. Purpose

This policy establishes the basis for developing division class schedules and class teaching assignments in support of student success and the academic mission of Tidewater Community College (TCC). The policy is consistent with the policy of the Virginia Community College System (VCCS Policy Manual sections 3.5, 3.8.6, 5.3.0.2, and 5.7) and State Council of for Virginia (SCHEV) Reporting Guidelines.

Every effort must be made to ensure that class schedules accommodate student learning needs, allowing students to take the classes they need, when they need them, where they need them, and how they need them to achieve their learning goals.

2. Policy

Classes shall be scheduled to ensure students can complete a program of study as prescribed in the college catalog, limiting the need for course waivers and substitutions, minimizing time conflicts in class offerings across divisions and campuses, and making the most efficient and effective use of instructional time and learning spaces while maintaining flexibility to accommodate unique needs and circumstances. Class schedules shall be established with input from pertinent stakeholders.

Deans/Directors shall establish class schedules for the programs and courses in their assigned division. They shall develop and maintain a documented process for making fair and equitable class assignments to full-time and adjunct teaching faculty in their assigned division. The division processes for making class assignments shall be approved by the respective Provost and the Chief Academic Officer (CAO).

3. Responsibilities

The CAO, with input from the Deans/Directors, Provosts, and Vice President for Student Affairs, shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with the policies and principles of the Virginia Community College System (VCCS).

4. Procedures

All Academic and Student Affairs Divisions shall use the steps that follow in developing division class schedules. It is not necessary for the steps to be completed sequentially; the order varies depending on the operational practices of each division, and some steps are completed simultaneously.

4.1 Steps to Develop Division Class Schedules

4.1.1 Rollover or Create Division Class Schedules

The schedule development process begins with each Dean/Director working from either a rolled over corresponding semester division schedule, or through creating the division schedule.

The Director of Programming and Systems Development, or his or her designee, shall rollover class schedules for all academic divisions on the last day of classes each semester for the next corresponding semester. For example, on the last day of classes in a fall semester, the current fall semester class schedule for all academic divisions shall be rolled over to start the development of the next fall class schedule.

A Dean/Director may opt out of the Rollover via written notification to the Director of Programming and Systems Development no later than the first day of class each semester.

The schedule development process ends when Web Services uploads the college-wide class schedule to the web.

4.1.2 Analyze and Review Division Class Schedules

The Dean/Director and appropriate faculty and staff shall review and analyze previous schedule data and information to ensure student scheduling needs are met. This step may include recommendations to the Dean/Director to add, delete, or modify classes, and review section numbers, room assignments, instructional minutes, faculty assignments, and delivery modality. It may also include a review to ensure all changes to the curricula have been accommodated.

Students, Counselors and Advisors, First Year Success Coordinators, Developmental Education Managers, Center for Military and Veterans Education staff, Workforce Solutions staff, Provosts, Business and Industry Partners, K12 Divisions, as well as other stakeholders may provide input into this step.

The Analyze and Review step is ongoing from the rollover or creation of the division class schedules to one week into a semester, term, or session.

4.1.3 Align Class Schedules College-wide

The Dean/Director and appropriate faculty and staff shall ensure all courses in each program are offered reliably and efficiently to support student success. Together they shall develop and use a Program Schedule Guide to ensure all courses in assigned programs for each division are scheduled. Program Schedule Guides shall include the following information:

- all required courses in the program in sequential order,
- the assigned Dean/Director at each campus,
- the assigned Program Head and/or Discipline Head at each campus,
- the assigned Administrative Assistant at each campus,
- delivery modality of the program (traditional, hybrid, accelerated, online, OER/Z-Degree),
- semester or term length (16-week, 12-week, 8-week, dynamic), and
- the semester or term each course in the program shall be offered.

The CAO or his or her designee shall publish Program Schedule Guides in the Q-Class Schedule Development folder.

The Alignment step is ongoing from the rollover or creation of the class schedule to the date Web Services uploads the college-wide class schedule to the web.

4.1.4 Input Division Class Schedules

The Division Administrative Assistant, in collaboration with her or his Dean/Director, Program Head or Discipline Head, and Developmental Education Manager where appropriate, shall input the division class schedule into the Student Information System (SIS) no later than the date Web Services uploads the college-wide class schedule to the web.

The following are some of the factors that shall be considered when developing and inputting division class schedules:

- specific classroom or lab needs (equipment, capacity limitations, location),
- instructional minutes,
- classroom needs of other divisions,
- course sequence,
- course requisites,
- linked classes,
- faculty credentials, and
- unique faculty needs such as ADA-equipped classrooms.

4.1.5 Assign Faculty to Classes

The Dean/Director shall assign appropriately credentialed faculty to all class sections in all programs for her or his division as early as possible in the schedule development process. When making class assignments, the Dean/Director shall collaborate with Program Heads and Discipline Heads.

Full-time faculty shall indicate their interest in teaching overloads in writing to her or his Dean/Director before the division class schedule goes live. While there is no guarantee for overload assignments, faculty requests will be considered. Circumstances beyond the control of a Dean/Director may affect overload assignments such as hard to fill classes, adjunct availability, or achieving a baseload assignment for a faculty member by assigning classes at other campuses.

Adjunct faculty are typically assigned class sections after full-time faculty have selected their baseload. When assigning adjunct faculty, Deans/Directors and adjunct faculty shall comply with TCC Policy 3112 Part-Time Employee Workloads and all other relevant policies and procedures.

4.1.6 Track and Adjust Division Class Schedules

Deans/Directors and appropriate faculty and staff shall conduct a comprehensive review of all elements of the division class schedule and make necessary adjustments.

The Director of Institutional Effectiveness or his or her designee shall publish TCC Campus and Discipline Efficiency Ratios annually in the Q-Class Schedule Development folder. Deans/Directors shall be responsible for adhering to TCC Discipline Efficiency Ratios. Provosts shall be responsible for adhering to TCC Campus Efficiency Ratios. Exceptions shall be documented by the Dean/Director and approved by the respective Provost and CAO.

The Director of Programming and Systems Development or his or her designee shall publish Class Schedule Efficiency Reports in the Q-Class Schedule Development folder. Deans/Directors shall use the Class Schedule Efficiency Reports to manage efficiency ratios for their assigned disciplines.

The CAO shall publish Online Class Enrollment Caps in the Q-Class schedule Development folder. Deans/Directors shall adhere to the Online Class Enrollment Caps and ensure college-wide consistency in maximum enrollment numbers for online classes. Overrides to the maximum enrollment numbers shall be approved by the Dean/Director and documented.

The Track and Adjust step is ongoing throughout the duration of the enrollment period.

4.1.7 Activity Hour

Tuesdays from 12:30 to 1:30pm, for the fall and spring semesters, will be the designated activity hour for teaching faculty college-wide. No classes are to be scheduled during activity hour without written approval from the Vice President for Academic Affairs & Chief Academic Officer.

4.2 Cancelling, Collapsing, and Reassigning Classes

Classes shall be cancelled, collapsed, and/or reassigned as required by the Dean/Director to meet discipline efficiency ratios before the first day of class. When a course is offered on more than one campus, decisions regarding cancelling or collapsing sections with enrollment below efficiency standards should be made collaboratively by the Deans/Directors of all campuses offering the class, in consultation with the Program and Discipline Heads as appropriate.

Exceptions to running classes below the published ratio shall be documented by the Dean/Director and approved by the respective Provost and CAO. Exceptions include, for example, new classes in the first offering, courses required for program completion, the ratio for a discipline having been met with some classes exceeding the ratio allowing for another class(es) to run below the ratio, or a documented enrollment pattern.

Deans/Directors are encouraged to use the following guide when cancelling, collapsing, and reassigning classes for 16-week semesters:

- Three (3) weeks before the start of the semester, classes that are at less than 20% of discipline efficiency ratios shall be cancelled, collapsed, and/or reassigned.
- Two (2) weeks before the start of the semester, classes that are at less than 30% of discipline efficiency ratios shall be cancelled, collapsed, and/or reassigned.
- One (1) week before the start of the semester, classes that are at less than 40% of discipline efficiency ratios shall be cancelled, collapsed, and/or reassigned.

4.3 Bumping for Class Assignments

If bumping for a class assignment is necessary, each request shall be reviewed and approved by the appropriate Dean/Director, and the effect on students, faculty, and the program shall be minimized.

Refer to the working calendar—Class Schedule Production Dates—maintained and published on the TCC website by the CAO or his or her designee for specific dates cited in 4.1 through 4.3.

5. Definitions

Activity Hour is a designated 1-hour period for teaching faculty to address routine matters that will advance strategic initiatives and policy implementation.

Bumping is the involuntary reassignment of a class from one faculty member to another, for load or overload, after the class schedule goes live.

Collapsing is combining one or more sections of the same course to create a single class with enrollment that meets or more closely meets the designated efficiency ratio.

Program Head or Discipline Head is a faculty member on released time who assists her or his Dean/Director in developing a division class schedule. Program Heads and Discipline Heads have other responsibilities in addition to class scheduling.

Program Schedule Guide is a scheduling aid used by Deans/Directors, Program Heads and Discipline Heads to ensure all courses in each program offered on each campus are scheduled reliably and efficiently.

Rollover is when all active classes from the previous corresponding semester, term, or session, for each academic division, are rolled forward into the new semester, term or session to begin developing the new class schedule. The schedule rollover may include class section number, location, and meeting days/times. The instructor and room assignment do not rollover.

Online/Virtual course is one where the instructor and learner use electronic means to interact 100% of the time.

In-person/Traditional course is one where the instructor and learner share the same physical space more than 50% of the time.

Hybrid course is one where the instructor and learner share the same physical space less than 50% of the time. Meeting dates and times shall be published in the class schedule.

6. References

VCCS Policy Manual sections 3.5, 3.8.6, 5.3.0.2, and 5.7

TCC Policy 3112 Part-Time Employee Workloads

7. Review Periodicity and Responsibility

The Vice President for Academic Affairs & Chief Academic Officer shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This revision to the policy is effective upon its approval by the College President on April 11, 2017.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

Daniel T. DeMarte, Ed.D.
Vice President for Academic Affairs &
Chief Academic Officer

9. Review and Revision History

The initial version of this policy was approved June 2, 2016 by President Edna V. Baehre-Kolovani, Ph.D.

Revision 1 includes the addition of an Activity Hour in sections 4 and 5.

- Approved April 11, 2017 by President Edna V. Baehre-Kolovani, Ph.D.