

Class Scheduling for Success

2020-21 Chair Leadership Academy

Callie Juarez, Director of Academic Budget Management
Kenneth Luna, Chair of Linguistics/TESL



Agenda

- Best Practices in Scheduling
- Schedule of Classes Timeline
 - Targets
 - SOC BUILD
 - Student Registration
 - Census



When building the schedule of classes,
what are some variables that a chair
must include?



Academic Scheduling

“The primary goal of academic scheduling is to develop class times that maximize the chance for students to develop workable schedule in order to make progress towards degree.”

➤ *Purdue University, Registrar*



Best Practices in Course Scheduling

1. Course scheduling plays an important role in broader institutional effectiveness.
2. It is no longer sufficient to simply carry over the same (or similar) schedules from term to term.
3. Institutions need to collect, manage, and analyze data.
4. Dedicated schedule refinement teams
5. Most students today are predominately interested in flexible scheduling options.
6. Courses that are scheduled twice per week are most consistently linked with positive student outcomes.



Timeline – FTES Targets

December/January

Academic Affairs provides *draft* FTES targets to colleges

- Colleges – negotiate with Academic Affairs
 - What is the role of the departments?
 - How is it communicated to departments?



Timeline – Department Targets

College specific timelines

What additional targets are provided to departments?

- FTES
- SFR / Average class size
- Part-time faculty budgets



Timeline – BUILD Begins

Fall 2021 (October-January)

Best practice #2 - It is no longer sufficient to simply carry over the same (or similar) schedules from term to term.

- When was the last time your department built the schedule from scratch? (Zero-based Scheduling)
 - [Rotation](#)



Timeline – BUILD Begins

Fall 2021

Best practice #3 - Institutions need to collect, manage and analyze data relating to course scheduling such as seat-fill rates, enrollment caps, and space utilization.

- Data-driven scheduling
- What data is currently available?
 - Dashboards:
 - Majors-degree progress dashboard
 - GE needs – GE dashboard
 - DFU rate by course time/day
 - Low Enrollment Reports (Legacy Site)
 - Course Capacity Reports (Counts and Legacy Site)
 - Waitlists (Legacy Site)

Degree Progress Requirement(s) Not Met

Updated: 10/21/2020 2:39:20 PM


College
(All) ▾

Department
Biology ▾

Primary Major
(All) ▾

Second Major
(All) ▾

Minor
(All) ▾

Academic Level  ▾
04 Senior ▾

Requirement	Sub-requirement	# of Students in List
BIOLOGY BA CORE REQUIREMENTS	BIOLOGY BA CORE PROGRAM AREA A	122
	BIOLOGY BA CORE PROGRAM AREA B (5 UNITS)	2
	BIOLOGY BA CORE PROGRAM AREA C (5 UNITS)	12
	MATH PROFICIENCY REQUIREMENT	2
BIOLOGY BS CORE REQUIREMENTS	BIOLOGY BS CORE REQUIREMENTS AREA A (26 UNITS)	74
	BIOLOGY BS CORE REQUIREMENTS AREA C (5 UNITS)	4
	CELL AND MOLECULAR BIOLOGY REQUIRED PROGRAM	19
CELL AND MOLECULAR BIOLOGY SELECTIVE PROGRAM	BIOCHEMISTRY REQUIREMENT	29
	CELLS AND TISSUES REQUIREMENT	39
	ELECTIVES	63
	LAB COURSE REQUIREMENT	54
	MOLECULAR GENETICS REQUIREMENT	48

Requirement Categories

(All)

CORE REQUIREMENTS

MAJOR REQUIREMENTS

Requirement

(All)

BACHELOR'S OF ARTS UNIT AND GPA REQUIREMENTS

BACHELOR'S OF SCIENCE UNIT AND GPA REQUIREMENTS

BASIC SKILLS REQUIREMENTS (NORTHBRIDGE SECTION A)

BIOLOGY BA CORE REQUIREMENTS

BIOLOGY BS CORE REQUIREMENTS

Sub-requirement

(All)

BIOCHEMISTRY REQUIREMENT

BIOLOGY BA CORE PROGRAM AREA A

BIOLOGY BA CORE PROGRAM AREA B (5 UNITS)


BIOLOGY BA CORE PROGRAM AREA C (5 UNITS)

BIOLOGY BS CORE REQUIREMENTS AREA A (26 UNITS)

Kinesiology Low Enrollment

Semester	Sess	Abbrev	Numb	Suffix	Sched Numb	Cs Number	FTES	Enrl Reg
Fall 2020	1	KIN	0316		19198	02	1.6	12
Fall 2020	1	KIN	0349		19334	06	1.9	14
Fall 2020	1	KIN	0426		19412	04	2.9	14
Fall 2020	1	KIN	0437		19108	06	2.8	14
Fall 2020	1	KIN	0443		19109	06	1.9	14

You may cut and paste the above data into another program or:

[Export to Excel/CSV](#) 

What constitutes an unacceptably low enrollment is a departmental and College decision. However, the course sections included in the low enrollment reports shown here are those whose enrollments do not exceed the following levels:

- lower division classes: fewer than 20 regular students enrolled
- upper division classes: fewer than 15 regular students enrolled
- graduate classes: fewer than 8 regular students enrolled

Unfamiliar Terms Used in Displays:

Sess: the session within a term (generally 1).

Sched Numb: a unique course identifier (the ticket number).

Cs Number: the course classification number, which indicates the course type (e.g., lecture, seminar, etc.)

FTES: the number of full-time equivalent students enrolled in a class.

Enrl Reg: headcount of regular students enrolled in a class.



Office of Institutional Research
© California State University, Northridge
18111 Nordhoff Street, Northridge, CA 91330
Phone: (818) 677-1200
Contact Us
Web Site Feedback

Emergency Information
University Policies & Procedures

Terms and Conditions for Use
Privacy Policy
Document Reader

California State University

report)
Fall Registration
Spring Registration
Summer Registration

Applicants and Admits

by College and Entry
Status
by County and
Institution

Multi-Year Reports

Multi-Year FTES
Multi-Year Headcount

Demand Estimation

Course Capacity by
Department
Course Capacity by
College

Waitlists by Department
Waitlists by College

Low Enrollment Reports:

Introduction
by Department
by College
University

[back](#)

Course Capacity

course capacity

Course Capacity

College & Department Breakdown

Choose term.

Term
(Multiple values) ▾

Filter data further.

College
(All) ▾

Department
Health Sciences ▾

Course Abbrev
HSCI ▾

Course Number
(All) ▾

Suffix
(All) ▾

Course Capacity Data

College Na..	Course..	Cours..	Suffix	Spring 2020				Spring 2021					
				Sectio..	Enroll..	Enroll..	Open ..	Perce..	Secti..	Enroll..	Enroll..	Open ..	Perce..
College of Health & Human Dev	HSCI	0131		3	215	225	10	95%	2	59	160	101	45%
		0132		1	27	40	13	68%	1	15	40	25	38%
		0170		3	75	75	0	100%	2	57	75	18	76%
		0182		1	22	24	2	92%	2	0	48	48	0%
		0231		3	201	295	94	72%	2	42	220	178	19%
		0281		3	34	36	2	94%	3	0	36	36	0%
		0284		2	27	24	-3	113%	2	0	24	24	0%
		0286		1	22	24	2	92%	2	0	48	48	0%
		0302		1	20	24	4	83%	2	0	48	48	0%
		0312		2	45	50	5	90%	2	2	70	68	3%
		0313		4	134	140	6	96%	3	11	105	94	10%
		0314		7	235	245	10	96%	7	21	280	259	8%
		0331		5	118	136	18	89%	4	6	140	134	4%
		0335		1	28	30	2	93%	1	29	44	15	66%
	0336		5	239	245	6	97%	4	86	160	74	54%	
	0337		2	161	270	109	74%	1	47	230	183	20%	
	0345		13	569	645	76	88%	13	67	590	523	13%	

Course Capacity Detail

Cours..	Cours..	Suffix	Minute of Meo..	Days	Spring 2020				Spring 2021					
					Se..	En..	En..	Se..	% ..	Se..	En..	En..	Se..	% ..
HSCI	0131		9:30 am	Monday & Wednesday	1	54	55	1	###					
			11:00 am	Monday & Wednesday						1	34	50	16	###
			12:30 pm	Tuesday & Thursday	1	115	120	5	###					
			2:00 pm	Tuesday & Thursday	1	46	50	4	###	1	25	110	85	###
			0132	11:00 am	Monday & Wednesday	1	27	40	13	###	1	15	40	25
0170	9:00 am	Saturday	1	25	25	0	###							



Best Practices

PLAN, PLAN, and PLAN

1. Set time aside in your calendar to work on the schedule
2. Survey the Faculty regarding Schedule of Classes

[Scheduling of Faculty Teaching Assignment](#)

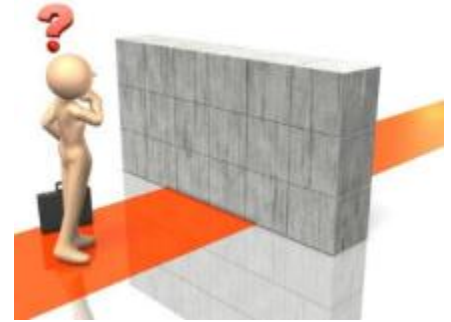
3. Provide enough time for Coordinators to enter the data into SOLAR



Timeline – BUILD Begins

What are some barriers to effective scheduling?

- Classroom allocation?
 - How do departments communicate their classroom needs to the colleges?
- Online?
- Student Demand vs. Faculty Demand



Timeline – Chairs Final Reconciliation

SOC Worksheet Review (BUILD)

- Project FTES of schedule as built
 - Is it under, over, just right?
 - Does the college recommend an overage %?
- Project Part-time faculty costs
- Project SFR
- <https://www.csun.edu/academic-resources-planning/schedule-classes-soc-templates>

Don't Miss the
DEADLINE!

Timeline – Chairs Final Reconciliation

Target for Arctic Studies



- FTES Target 165
 - 3 Tenure/Tenured Track (FT) Faculty = 73 WTUs per semester
 - PT Faculty Budget: \$22,000
 - 3 units reassigned time for 1 FT Faculty = \$6,055
- TOTAL PT BUDGET = \$28,055



Schedule of Classes Management does not stop with submitting the schedule...





Timeline – Student Registration

What should a Chair be looking at as students register for classes?

- Waitlists
 - Bottleneck courses – are there waitlists for courses that are at the beginning of a sequence of courses?
- Low-enrollment
 - Review Degree to Progress dashboards – do students “need” this class. If yes, reach out to those students. If no, cancel and open a “needed” course.
 - *Manage the schedule of classes before it is managed for you!*
- FTES Targets vs. Actuals
- Work with Dean's Office on Schedule Adjustment requests



Timeline - Census

- SOC Worksheet - ACTUALS
 - Compare build to actuals
 - What were the differences?
 - Make notes about changes, recommendations, issues...



Additional Best Practices...

4. Dedicated schedule refinement teams
5. Most students today are predominately interested in flexible scheduling options.
6. Courses that are scheduled twice per week are most consistently linked with positive student outcomes.

SOURCE: <https://www.cmich.edu/colleges/se/Documents/Hanover%20Research%20-%20Best%20Practices%20in%20Course%20Scheduling.pdf>



REMINDER

Course scheduling plays an important role in broader institutional effectiveness.