College Of The Redwoods

Examination Of Class Scheduling

April 2010
Recommendations

◆ Cancellation Rate For Credit For College Should Be Below 10%

◆ Stop Offering Cancelled Sections Next Semester
  ◆ If Single Section Of Course
    ◆ Wait At Least A Semester
    ◆ If Cancelled Last Two Semesters, Wait A Year
  ◆ If Multiple Sections Of Course
    ◆ Evaluate Course Efficiency
Recommendations

- College Will Provide Easy-To-Use Trend Information For Scheduling
  - Data Has Been Limited
  - Trend Data Needed On A By-Section Basis During The Planning Process
Recommendations

- Develop a Pre-Schedule Conference for Input
  - Early in the schedule development process, conduct a scheduling conference between department chairs and student services personnel
  - Goal is to provide input into the schedule development process
    - New courses needed, priorities for scheduling, etc.
Recommendations

◆ Review The Courses With High Cancellation Rates (50%+)
  ◆ Utilize The Course Status Report
    ◆ Review Day Of Week And Time For Courses
  ◆ Cancellations Impact Rooms
    ◆ Blocking Rooms During Key Times
      ◆ Large Percent Cancelled Were Between 8am And Noon
    ◆ Unless Rooms Reassigned For Late Start, Lose Utilization For Room And Buildings
Recommendations

◆ Cancellations Impact Curriculum
  ◆ If Course Is Continually Cancelled, Impacts Students’ Ability To Complete Curriculum
  ◆ Adjust Curriculum
    ◆ Some Courses May Need To Be Removed If They Are Low Fill And Cancel Regularly

◆ Impacts Efficiency
  ◆ Determine If Fewer Sections Are Needed In Upcoming Schedule
  ◆ Spreading Fewer Students In Classes
Recommendations

◆ Two Issues Impacting Efficiency
  ◆ One Course, One Section Issue
    ◆ Courses With Less Than 70% Fill Should Be Offered Less Often – Not Every Semester
      ◆ Examine Impact On Curriculum
  ◆ Courses With Multiple Sections
    ◆ Courses With Less Than 80% Examined For Fewer Sections Needed
    ◆ Must Take Locations And Time Frames Into Account
Recommendations

◆ Issues Solved By Improving Efficiency
  ◆ Higher Fill Rate, More Efficient
  ◆ Less Reliance On Adjuncts
    ◆ Cited As A Major Issue
  ◆ Faculty Availability For New Program Development
  ◆ More Room Capacity
    ◆ Frees Up A Room, Potentially At A Key Fill Time
Recommendations

◆ Examine Courses With Less Than 70% Seats Filled
  ◆ Higher Fill Rate, More Efficient
  ◆ One Section May Be Needed Rather Than Two
    ◆ Savings On Faculty Cost
    ◆ Can Reallocate Faculty To New Program Offering Or Reduce Adjunct Cost
    ◆ Frees Up A Room, Potentially At A Key Fill Time
**Recommendations**

- Designate A Campus Scheduler
  - Responsible For Room Assignments
    - Has Final Authority For Assignments
    - Reviews All Room Assignments And Locations
    - Reviews Schedule For Errors
  - Review Of Space Utilization
  - Physical Room Inventory
- Departments Have Seniority For Rooms But Not Ownership
Recommendation

- Scheduler Works With Physical Facility Department And State
  - Correct Room Capacities
  - Impact On Potential Funding For Space
- Designate Rooms For Meeting Length
  - Different Credit Courses Have To Meet In Varying Time Blocks
    - For Example, Assign 4 Credit Classes To Specific Rooms
- Minimizes The Time Room Is Empty
Recommendations

- Plan Schedule For Two Years
  - Annual Schedule Master
  - Examine Curriculum Offerings
  - Plan Curriculum
  - Work With Student Services
  - Communicate To Students
Recommendations

- Ensure All Programming For Degrees Will Be Offered In Reasonable Time Frame
- Define All Programs Which Can Be Offered Day, Evening Or Online
  - Market These Programs
  - Develop Accelerated Classes For These Programs
Recommendations

◆ Appoint A Faculty Committee
  ◆ Examine All General Education Components Being Offered For CSU And UC Transfer
  ◆ Options For Liberal Arts Area Of Emphasis (AOE) Realistic Or Not?
Recommendations

- Explore Additional Alternative Delivery Formats
  - Internet Courses
    - iPod, Internet Streaming
  - Blended/ Hybrid Courses
    - Lecture And Online
Recommendations

- Explore Additional Alternative Delivery Formats
  - Fast Track/ Accelerated Program
    - Accelerated Program To Obtain A Degree, Not Just Classes Offered
    - Depending On The Program, Students Can Complete A Degree By Attending One Class Meeting Per Week Over An Approximate 2 To 2-1/2 Year Period