To: Norbert Schurer, Chair of Academic Senate
From: Susan Leigh, AVP for Enrollment Services
Via: Dhushy Sathianathan, Vice Provost
CC: Brian Jersky, Provost
Date: October 17, 2018
Subject: Scheduling Plans for Fall 2019

In response to concerns raised by changes made to the scheduling process during the last year, Enrollment Services has made several adjustments with the intention of providing more flexibility, improved system access, and better timing of the phases in order to restore some critical autonomy to the colleges and departments while maintaining the schedule system improvements. Our ultimate goal is to build back confidence in the scheduling process.

The revised plan includes the following features:
1. Colleges and departments will be able to manually schedule as they have in the past, or use a combination of manual and automation for any part of their scheduling based on their needs. Special trainings have been planned for those interested in using automation features.
2. In response to the request for more time, new Fall schedule planning will start earlier in the previous fall term, open scheduling dates have been extended, and scheduling access has been increased.
3. Enrollment Services has customized a new page in PeopleSoft, so colleges and departments can assign or change their instructors at any time until Census.
4. Colleges and departments will have greater access and additional training for the Reserve Capacity functionality to allow them to better control access and to save seats for certain student populations.

Similar to Spring 2019, there will be three phases of schedule building, but the timeline adjusted based on feedback from the colleges.

PHASE 1: Auditoriums (October 15-November 2)
Departments will adjust their large lecture sections in PeopleSoft but will not enter their auditorium rooms. At the end of this phase Academic Scheduling will review preferences and assign rooms through automation.

PHASE 2: Lecture Rooms (November 5th-December 21st)
Depending on the college's choice, departments can either do fully manual scheduling as they have done in the past, or they can choose to partially or fully automate for some or all departments from their college allocation.

If utilizing automation, Academic Scheduling will assist colleges with publishing these schedules between November 27th-30th.

Whether automation is being utilized or not, Academic Scheduling is requesting that scheduling preferences be collected in Ad Astra for each college in order to systemically document these college requirements.

During this phase, courses in DAR space and ALCs should also be scheduled.

<u>PHASE 3: All-University Rooms (January 14th-February 22nd)</u>
During this last phase, departments may utilize all remaining university lecture rooms, auditoriums, and ALCs in order to improve any remaining schedule conflicts or issues.

Please let me know if you have any questions or concerns.