Guidelines for Development of Departmental Schedules

The primary objectives for creating course schedules should be based on student academic needs, pedagogy, and enrollment and retention goals.

Department Chairs must reexamine the offerings each semester and develop a schedule based on the curricular needs as well as optimal and efficient utilization of faculty, space, and equipment. The previous year’s schedule should not automatically be rolled over.

Department Chairs are responsible for creating a well-distributed and balanced schedule with the Administrative Directors by using these guidelines:

• Compare a proposed schedule with the previous year’s equivalent semester enrollment, making sure to review the previous semester’s add/drop rates.

• Determine the number of sections to be offered each semester based on the previous year’s enrollment. For example, if only five sections of a course are running for the current fall semester, one should not offer six sections of the course in the next fall’s schedule, unless there is compelling evidence to indicate enrollment will grow for the course. Another example for adding a section would be if the current course utilization in fall is at high capacity.

1. Check enrollment in People Soft
2. Check with Admissions (who can provide enrollment goals for incoming Masters Degree programs). (See Grad Project scheduling below)

• Maximize studio and instructional spaces by fully utilizing mornings, afternoons, evening, and weekend time slots

• Spread out basic, introductory, and required/core courses in the department across the week, day and evening in varied time slots. It is critical that chairs schedule sufficiently for high demand courses to accommodate student needs.

• Minimize schedule conflicts for students. Communicate with other departments to understand popular program requirements by contacting other chairs and Ads.

• Prioritize faculty ranks- full-time first, adjunct second, lecturer third. When in a hire year, create TBAs in the schedule for courses to be taught by the new full-time faculty.

• Communicate the proposed schedule with department faculty

• Review courses repeatedly, cancel due to low enrollment, and offer the cancelled courses again only after they have been thoroughly revised.
• Make available your departments designated classrooms that are not being utilized so that other departments can use the additional space. This can be done through the Space Utilization Report on People Soft and through direct communication between departments.

• Be strategic in introducing new courses and faculty. When adding a new elective to develop curriculum without increased enrollment, another course should be removed from the schedule.

**Graduate Projects: MFA**

• Faculty should be chosen based on their expertise and reputation with the students.

• Sections should be determined based on the departments expected enrollment while being interdisciplinary.

Anticipated enrollment can be determined by following this formula:

• Combine incoming student enrollment goals + expected number of returning students, multiplied by the number of sections (usually 2) that an MFA student will register for in a given semester.

• Faculty should not over-enroll their Grad Projects- this can lead to low enrollment in other sections.

After the schedule is published and students are registered, the chairs and administrative directors are responsible for:

• Reviewing and modifying the schedule in light of actual enrollment

• Making decisions, in collaboration with Associate Dean of Budget and Administration, regarding possible addition or deletion of sections.