

## **Procedure V.5000.B.a, Scheduling Classes**

### **Associated Policy**

Policy V.5000.B, Scheduling Classes

### **Procedures**

Building class schedules and faculty class assignments are the responsibility of the Department Chair. Some class schedules may be initiated by a Program Director or Lead Faculty but must be reviewed for accuracy and approved by the Department Chair.

Step 1. Schedule Planning - Class schedules should not simply be copied from one semester to another without analysis of enrollment trends. Historic enrollment trends, current trends, anticipated future demands, and College-wide guidelines should be reviewed to assess current schedule needs and begin the construction of a schedule.

Step 2. Schedule Grid Creation - College-wide guidelines should be followed during the creation of a class schedule grid. Class schedules should be entered into the current schedule grid, which can be found on the College's internal website tab entitled College Resources: Forms/Documents under the Schedule Building Information section. Class start and stop times should match College-wide standardized times, and class length should meet standards set by both the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Additionally, section numbers and identifiers assigned to classes should comply with College-wide guidelines, which can be found on the College's internal website tab entitled College Resources: Forms/Documents under the Schedule Building Information section.

Step 3. Schedule Grid Reviews - The accuracy of the schedule grid should be confirmed through the following reviews.

The Division Operations Coordinator (DOC) should review the grid for accuracy. The DOC will send the grid back to the Department Chair/Director if corrections are needed.

Once the DOC has confirmed the grid's accuracy, the DOC will send the grid to the Dean for review with the Department Chair for needed modifications. Once the Dean has approved the grid, the Department Chair will notify the DOC to proceed or will return the edited grid to the DOC for an accuracy review.

Step 4. Schedule Grid Entry - Once the DOC has confirmed the grid's accuracy, the DOC will send the grid to the Senior Administrative Assistant (Sr. AA) for course entry in Banner.

See the flow chart entitled Class Schedule Grid Process Map available on the College's internal website tab entitled College Resources: Forms/Documents under the Schedule Building Information section.

---

Date of SLT Approval

September 7, 2021

---

---

|   |                                     |
|---|-------------------------------------|
| Effective Date  | October 5, 2021                     |
| Associated Policy   | Policy V.5000.B, Scheduling Classes |
| Primary Owner of Policy<br>Associated with the<br>Procedure   | Deputy Chancellor & President       |
| Secondary Owner of Policy<br>Associated with the<br>Procedure | Provosts                            |

---