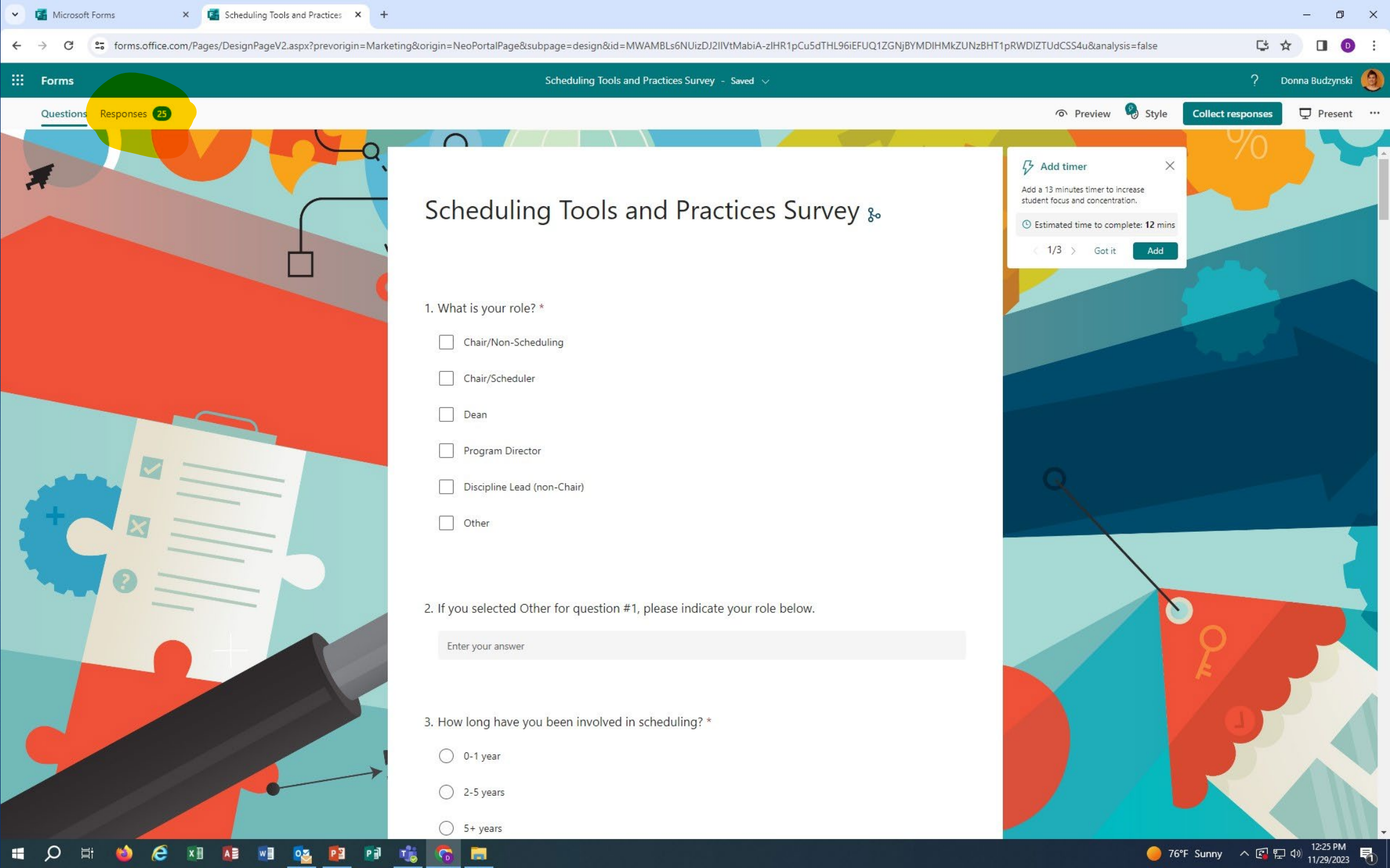


Scheduling Practices Survey

- ▶ 25 people completed the survey, mainly chairs and deans
- ▶ 30 questions, some free response
- ▶ You can view the survey and responses (link will be provided)
- ▶ EM Committee has begun reviewing responses
- ▶ Goal: develop a best practices guide for scheduling practices at Mesa.
- ▶ Take a look, and send any feedback to me or your EM Committee rep.



Scheduling Tools and Practices Survey

1. What is your role? *

- ☐ Chair/Non-Scheduling
- ☐ Chair/Scheduler
- ☐ Dean
- ☐ Program Director
- ☐ Discipline Lead (non-Chair)
- ☐ Other

2. If you selected Other for question #1, please indicate your role below.

Enter your answer

3. How long have you been involved in scheduling? *

- ☐ 0-1 year
- ☐ 2-5 years
- ☐ 5+ years

Add timer

Add a 13 minutes timer to increase student focus and concentration.

Estimated time to complete: 12 mins

< 1/3 > Got it **Add**

 Open in Excel ...[More Details](#)

Transport Type	Number of People
Car	3
Bus	15
Train	6
Bicycle	2
On foot	1

[More Details](#)

Latest Responses

[More Details](#)

Scan the QR or use
link to join

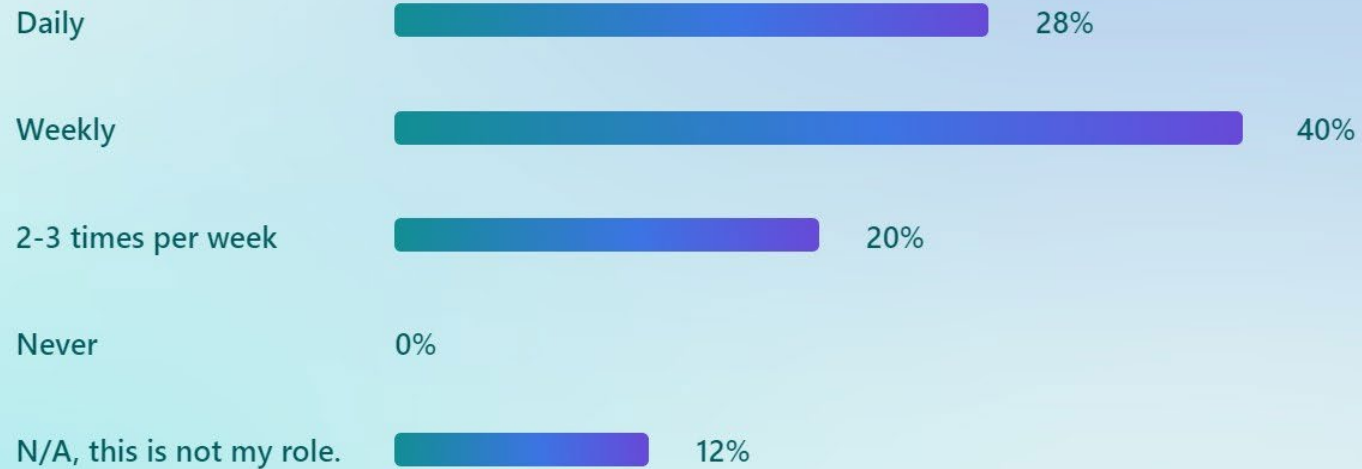


<https://forms.office.com/r/V3fGdc4Ud8>

 Copy link

25 responses submitted

During OPEN ENROLLMENT, how often do you review and monitor the schedule to check status of classes and waitlists?



Treemap

Bar



14 of 30



 Feedback

Microsoft Forms

Scheduling Tools and Practices

forms.office.com/Pages/DesignPageV2.aspx?prevorigin=Marketing&origin=NeoPortalPage&subpage=design&id=MWAMBLs6NUizDJ2IIVtMabiA-zlHR1pCu5dTHL96iEFUQ1ZGNjBYMDIHMkZUNzBHT1pRWDIZTUdCSS4u&analysis=true

Form Responses Received 25 responses

Scheduling Tools and Practices Survey - Saved

Donna Budzynski

Questions Responses 25

Preview Style Collect responses Present

number of sections

sections of one course

new certificates

8. Explain how you work with your chairs (if you are dean) or with you dean (if you are a chair) BEFORE (0 the schedule is built to determine FTEF, number of sections per course, and any changes to the schedule from the previous year or semester. You may have just answered what you use to decide the number of sections above, but in this question we are interested in the interaction between dean and scheduling chairs. When does that happen? How does that happen? What data/info do you discuss, if there is a discussion? How are differences of opinion settled?

[More Details](#)[Insights](#)

25 Responses

Latest Responses

"According to the district, the CAPS is 30. ASL 1 classes tend to be full easily....

"It is a collaborative process by which we look at what is working and what i...

"I speak with my Dean, regularly. After I build the schedule, the Dean and I ...

17 respondents (68%) answered deans for this question.

changes to the schedule

courses deans

needs FTEF allocations


schedules enrollment

9. Does your school use an internal schedule development timeline with due dates? (0 point)

[More Details](#)[Insights](#)

Yes18

No7



76°F Sunny

12:25 PM 11/29/2023

Microsoft Forms

Scheduling Tools and Practices

forms.office.com/Pages/DesignPageV2.aspx?prevorigin=Marketing&origin=NeoPortalPage&subpage=design&id=MWAMBLs6NUizDJ2iIVtMabiA-zlHR1pCu5dTHL96iEFUQ1ZGNjBYMDIHMkZUNzBHT1pRWDIZTUdCSS4u&analysis=true

Responses Received 25 responses

Scheduling Tools and Practices Survey - Saved

Donna Budzynski

QuestionsResponses25

PreviewStyleCollect responsesPresent

8. Explain how you work with your chairs (if you are dean) or with you dean (if you are a chair) BEFORE the schedule is built to determine FTEF, number of sections per course, an...

25 Responses

ID ↑	Name	Responses
1	anonymous	The deans gives us our FTEF allotment for the year before the Summer/Fall schedules are built. I build the schedule with the criteria in question 6 as my guide, along with the FTEF allotments. I send the schedule to the dean and Admin Assistant. The dean reads and approves it. No discussion before the schedule is built.
2	anonymous	I discuss the total FTEF of the school and how much I'm allocating to each department with the Chairs after the allocation is given from the VPI. We review how I came up with those allocations (similar to answer to #6). Then after the roll forward is sent, I ask the Chairs to send their schedule development to me for review. If I have any questions I ask, and they usually let me know if there's any "major" changes and why. I review timing and especially in regards to other courses students would take at the same time to ensure we have optimal offerings. Usually, the questions/discussion alleviates any concerns/differences of opinion, but if not I reach out to the VPI for input/decisions.
3	anonymous	We provide the roll forwards as a starting point, and I provide the Chairs with their FTEF allocations. We discuss any parameters or campus directions as a team. Then Chairs start scheduling with that information and they begin to consult faculty regarding availability and assignments. Chairs propose a schedule and provide me with a summary of any changes from previous 2 semesters. Modalities are determined based on demand and needs of course. If a class is proposed that has previously struggled with enrollment, we discuss the need and brainstorm possible alternatives such as rotation, etc.
4	anonymous	Dean provides the rollover for the chairs to build the initial schedule. This includes removing and adding courses deemed necessary. Then, the chair and dean review the draft schedule. This consultation also reviews enrollment trends, changes in curriculum, contract faculty requirements, adjunct POA, and space availability. If more FTEF is requested than a prior term, the Dean looks at the total FTEF for the school and if additional is needed for the school, a request is made to the VPI.

Yes18

No7

76°F Sunny

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