

**Office of the President
California State University, Chico**



Executive Memorandum 21-022

September 3, 2021

From: Gayle E. Hutchinson, President

Subject: Academic Scheduling

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve the Executive Memorandum for Academic Scheduling, effective immediately.

Policy Title:	EM 21-022 Academic Scheduling
Contact:	Office of the President and Office of the Provost and VP of Academic Affairs
Supersedes:	EM 20-008
Revision:	
Enabling Legislation or Executive Order:	

Academic Scheduling

In order to help the institution in meeting the goals, priorities, and enduring commitments established in the Strategic Plan, this Executive Memorandum (EM) defines policies and procedures for the approval and oversight of academic scheduling policy and practice on the California State University, Chico campus, and creates the Academic Scheduling Advisory Committee (ASAC). These policies and procedures are consistent with other applicable CSU and campus policies, and supplements EM 13-078, and supersedes EM 20-008.

Effective class scheduling is critical to the academic mission of the University by promoting cross-divisional coordination and collaboration to remain resilient and responsive to changing circumstances. It enables students to take the classes they need to create viable schedules, assures faculty availability to teach, and contributes to efficient space utilization and good stewardship of our valuable institutional resources.

Class scheduling is a complex process that requires collaboration from various stakeholders. Successful scheduling supports pedagogical needs while maximizing space and seat utilization and ensuring that students have access to the courses they need for timely

graduation. It requires evaluation of enrollment demand, consideration of course offerings, and academic and space planning.

SCOPE

This policy encompasses the approval and oversight of academic scheduling policies and practices within the Division of Academic Affairs at Chico State.

POLICY

The following policy (including responsibility and procedures) is organized by the following sections:

- 1) Responsibilities of Academic Publications and Scheduling Services (APSS);
- 2) Responsibilities of Academic Departments and Colleges;
- 3) Academic Scheduling Advisory Committee (ASAC);
- 4) Charge of the Academic Scheduling Advisory Committee;
- 5) Glossary;
- 6) Standard Scheduling Conventions

1. RESPONSIBILITIES OF ACADEMIC PUBLICATIONS AND SCHEDULING SERVICES (APSS)

Academic Publications and Scheduling Services (APSS) is responsible for the following related to classroom tracking and course scheduling:

- a. Management of the production and publication of the Class Schedule, coordination of academic scheduling, room assignments in general use lecture rooms, and audit of class setup in order to facilitate student registration and Academic Planning Database (APDB) reporting;
- b. Coordination with Academic Affairs to develop and publish a timeline prior to schedule build each term. The Schedule Building Timeline will be based on the continuing student semester enrollment cycle and will establish the scheduling dates and deadlines for that term.
- c. Assignment of classes to rooms allocated for instructional use in collaboration with appropriate department heads/chairs or their designees;

2. RESPONSIBILITIES OF ACADEMIC DEPARTMENTS AND COLLEGES

- a. Academic departments and colleges plan course offerings in preparation for schedule build. They are responsible for completing scheduling activities as established in the Schedule Building Timeline and in compliance with class scheduling guidelines and data requirements.
- b. Each department is responsible for designating a department scheduler to complete scheduling activities and coordinate with the college and APSS on behalf of the department. Each college is responsible for designating a college scheduler to coordinate scheduling activities across the departments and to coordinate with APSS on behalf of the college.
- c. Chairs and Deans are encouraged to use data dashboards in the evaluation of the efficacy of schedule building to serve the needs of the department and students.

3. ACADEMIC SCHEDULING ADVISORY COMMITTEE

Membership:

The Academic Scheduling Advisory Committee (ASAC) consists of the following:

Permanent:

- a. APSS scheduling representative (appointed by Registrar)
- b. Student Records and Registration (REGS) representative (appointed by Registrar)
- c. Academic Advising representative (appointed by AVP for University Advisement)
- d. Director of Institutional Research, or designee

Two-year term:

- a. Department Chair representative from each college (appointed by the Executive Committee of the Chairs' Council)
- b. Associate Dean representative (appointed by Provost)
- c. Faculty representative (appointed by the Executive Committee of the Academic Senate)
- d. Staff department scheduler representative (appointed by Staff Council)

One-year term:

AS Student Representative (appointed by AS President)

Officers:

The Chair and Secretary will be selected by the committee at the first meeting of the academic year. The duties of the Chair and Secretary include, but are not limited to, conferring about and deciding immediate issues and report to the committee.

The Academic Scheduling Advisory Committee will be a permanent committee of the Academic Senate.

4. CHARGE OF THE ACADEMIC SCHEDULING ADVISORY COMMITTEE (ASAC)

The charge of the Academic Scheduling Advisory Committee shall be:

- a. Serve as the referral and review body for resolving disputes and exceptions to the Academic Scheduling Provisions.
- b. In cooperation with APSS, research and recommend improvements to the scheduling policy.
- c. Research and recommend scheduling best practices
- d. Recommendations will be forwarded to the Executive Committee of the Academic Senate."

5. GLOSSARY OF TERMS

- a. Best practice (BP) – evidence based practices for the most efficient schedule.
- b. Credit hour – is defined by the CSU, WASC and the University Commission (WSCUC) and consistent with federal law (600.2 and 600.4):
 1. Approximates not less than:
 - a. One hour of direct faculty instruction and a minimum of two hours of out-of-class student work each week for

- approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time; or
- b. At least an equivalent amount of work as required in paragraph 1.a. of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work and other academic work leading to the award of credit hours; and
2. Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines and degree levels. Institutions have the flexibility to award a greater number of credits for courses that require more student work.
- c. Room capacity – number of seats/spaces available for students.
 - d. Seat fill – ratio of enrolled students to room capacity, expressed as a percentage.

6. STANDARD SCHEDULING CONVENTION

- a. In order to maximize utilization of general use lecture rooms, as well as mitigate the potential for class overlap and allow students a wide range of class schedule options, APSS enforces the university approved [standard scheduling convention](#). It is each department's responsibility to comply with these time blocks to ensure the university is working as one cohesive entity.
- b. All class meeting patterns must begin on the hour or half-hour.
- c. Two- or three-hour time blocks are scheduled to accommodate a break at approximately the mid-point of the meeting pattern.
- d. Schedule classrooms to maximize building consolidation during night and weekend use to improve student safety and decrease energy use.
- e. Non-standard class times require prior approval through appropriate channels and will be reviewed on a regular basis.

APPENDICES

[Policy for University Facilities Allocation and Use \(EM 20-018\)](#)

[University Facilities Scheduling and Use Procedures \(Addendum to EM 13-078\)](#)

[Policy for Online Education \(EM 14-014\)](#)

[Standard Scheduling Convention](#)

[Course Classification \(CS number\) List and Definitions](#)

Academic Scheduling Exceptions procedure **to be developed by Academic Scheduling Advisory Committee**