

## **Schedule cycle needs**

Developed by BC Faculty Chairs, November 2022

In the last 4 semesters, scheduling has moved from a faculty-driven process to an admin-dictated process that harms our ability, as Faculty Chairs, to meet student needs effectively and efficiently. Chairs and Deans have lost the faculty's trust due to this shift.

### **Regarding the scheduling cycle:**

To begin to re-establish trust with our faculty and our administrative counterparts so we can work effectively and efficiently, Faculty Chairs need the following:

1. Trust, from our administrative counterparts, that we, as Faculty Chairs:

- hold the broadest and deepest understanding of student needs in our areas.

Example: When we know that there is a student cohort moving forward in a particular time block, Ad Astra will not be used to deny these students the opportunity to take the next course in a series.

- hold the deepest understanding of the pedagogical needs of our programs and that we make day and time block scheduling choices that are consistent with these needs.
- have consulted with our faculty and have made choices that account for their shared governance and other college commitments outside of the classroom.

2. Scheduling goals that are flexible enough to allow for the unique student needs and staffing exigencies of each program. We need to have time to dialogue about scheduling goals, both in FCDC and within our programs.

3. A clear outline of all the significant scheduling guidelines in the form of a document that will be shared at FCDC and an explanation of what "right of assignment" means. This is to avoid any misunderstanding and ensure consistent execution.

4. A scheduling cycle that begins early enough to allow for collegial consultation between all BC middle leaders charged with developing the schedule. We need time to work together to develop and agree upon BC's scheduling goals and time to consult with our faculty members to develop and refine a schedule that meets the agreed-upon goals.

- The scheduling cycle cannot begin after faculty have left for the semester or between semesters.
- We need 2 full months DURING the semester to consult with one another and to consult with our faculty.

- The Summer and Fall schedule cycle will begin no later than the beginning of October of the previous year
- The Spring schedule cycle will begin no later than the beginning of March of the previous year. (See the draft scheduling cycle at the bottom of this document)

5. A scheduling cycle that begins with an FCDC meeting in which the VPI, Faculty Chairs, Deans, the scheduling director, and all directors/program managers who schedule/request classes work together to develop clearly articulated goals that Faculty Chairs can take back to their departments. Once agreed upon in FCDC, these goals cannot be changed without consultation and agreement, in an FCDC meeting, with all the above parties.

6. A scheduling cycle that ends with an FCDC meeting in which the VPI, Faculty Chairs, Deans, the scheduling director, and all directors/program managers who schedule/request classes work together to review and refine the scheduling process for the next cycle.

### **Regarding the Spring 2023 scheduling cycle:**

1. After the beginning of priority registration, Faculty Chairs have continued to receive changes from Early College. To meet these requests, we need the flexibility to change faculty members assigned to the courses.

Example:

- When Early College requests a change in modality this often means that a face-to-face faculty member is made available for requests we couldn't meet earlier.
  - Many of us have a backlog of unscheduled adjuncts who live outside of the area, so, when we get a request for an online or Zoom section, this creates a need to change the assigned faculty member which allows us to serve more students than we'd thought we could).
2. Chairs and Deans should be trusted to make good choices for our programs. If we need to make a change, we have thought about the change and consulted all parties prior to making that change. These decisions should be made in collaboration with the faculty, the Chair, and the Dean, rather than being dictated by the Scheduling Director or others.
  3. When adjunct availability changes unexpectedly or a full-time faculty member requests changes that need to be honored based on personal circumstances or hardships, we need to be able to make changes swiftly and cannot do that when the scheduling director imposes barriers meant to dissuade Faculty Chairs from making necessary changes.

### **Draft annual scheduling cycle**

Early October: Begin FCDC discussion of scheduling goals for the next Summer/ Fall cycle.

Late October:

- FCDC agrees upon scheduling goals for the next Summer/Fall cycle

- The Director of Scheduling provides scheduling materials for the Summer/Fall cycle to chairs and Deans.

Early November:

- Spring priority registration begins
- Chairs begin faculty discussions of agreed-upon goals for the next Summer/Fall cycle and begin developing their schedule for the next Summer/Fall cycle.

December-January:

- Faculty Chairs add and cancel current Spring sections based on student needs identified through enrollments.
- Faculty Chairs refine Summer/Fall schedules

Early February: Summer/Fall schedules are due.

Late February: FCDC Spring schedule cycle review and refinement discussion.

Early March: Begin FCDC discussion of scheduling goals for next Spring cycle.

Late March:

- Summer/Fall priority registration begins
- FCDC agrees upon scheduling goals for the next Spring cycle
- The Director of Scheduling provides scheduling materials for the next Spring cycle to chairs and Deans.

Early April: Faculty Chairs begin faculty discussions of agreed-upon goals for the next Spring cycle and begin developing their schedule for the next Spring cycle.

May-June: Faculty Chairs add and cancel current Summer sections based on student needs identified through enrollments.

May-August:

- Faculty Chairs add and cancel current Fall sections based on student needs identified through enrollments.
- Faculty Chairs refine Spring schedules.

Early September: Spring schedules are due.

Late September: FCDC Summer/Fall schedule cycle review and refinement discussion.

**This document was created with the input and approval of the following Department Chairs:**

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