

## **INSTITUTIONAL DIRECTIVE 8-17**

**May 15, 2006**

### **Title: Academic Scheduling and Room Control**

#### **I. Purpose**

This directive sets forth the policy, procedures and responsibilities for academic scheduling and room control. Time frames are provided for each phase of the scheduling process.

#### **II. Policy**

It is the policy of Piedmont Technical College to have an annual schedule in place during the spring semester preceding the academic year, which allows for efficient room utilization and advanced planning for electronic course delivery while maintaining the responsiveness and the flexibility of the college to program changes.

#### **III. Philosophy**

The academic scheduling/room control process is to be designed to maximize student learning and access. Opportunities should exist for students to enroll in the types of courses rescheduled at a reasonable time that reflects the annual term by term curriculum display. Additionally, assurance should be made that all faculty and facilities are utilized in the most efficient and effective way possible.

#### **IV. Responsibilities**

The Department Heads/Program Directors and the Off-Campus Deans are responsible for developing the schedules and forwarding them to the Director of Scheduling. The Assistant Vice Presidents, Academic Deans, and the Off-Campus Deans are responsible for the overall quality of schedules. After all changes are made, the Director of Scheduling will then forward the final schedules to the Vice President for Academic Affairs for final review.

#### **V. Procedures**

##### **A. Generation of Line Schedules and Preparation**

##### **1. Teleclass and Off-Campus Schedules**

- a. The semester off-campus and teleclass academic line schedule will be prepared during the period of the week 1 through week 4 (summer week 1 – week 3) of the corresponding semester of each preceding academic year. The Director of Scheduling will deliver the previous year's line schedule to the Off-Campus Deans for initial off-campus revisions. The Off-Campus Deans will initially develop the PEN/SCETV schedule.

**Office of Responsibility: Vice-President for Academic Affairs**

This schedule will be sent to all involved deans, department heads, program coordinators, and the Assistant Vice President for Instruction and the Assistant Vice President for Instructional Technology for review. This group will meet and come to final consensus on the schedule. At that time, the Off-Campus Deans will develop the remainder of the off-campus schedules. The Director of Scheduling will key the schedule on-line.

- b. By week 11 (summer week 8) the revised previous year's semester line schedules will be re-submitted to the appropriate deans, deans of off-campus, department heads, program coordinators, and Weekend College. Director of Scheduling will key the schedule on-line.
2. Traditional, Flex, and Weekend Schedules
  - a. The semester academic line schedule will be prepared during the period of week 5 through week 8 (summer week 4 – week 6) of the corresponding semester of each preceding academic year. The Director of Scheduling will deliver the previous year's semester line schedules (including the off-campus and distance learning schedules) to the deans, department heads, program coordinators, Weekend College Director, the Assistant Vice President for Instruction and the Assistant Vice President for Continuing Education for initial revisions. Departments with specific requests of other departments will communicate those requests to the appropriate department heads or program coordinators during this period. Flex schedules and revisions should be made during this period. Major changes should be made to the schedules during this period. Upon return of these schedules, the Director of Scheduling will key all changes on-line.
  - b. By week 11 (summer week 8) the revised previous year's semester line schedules will be re-submitted to the appropriate deans, deans of off-campus, department heads, program coordinators, Weekend College Director, the Assistant Vice President for Instruction and the Assistant Vice President for Continuing Education for any late revisions and for final acceptance. These schedules will be returned by the end of week 12 (summer week 9). The Director of Scheduling and appropriate deans will resolve identified potential conflicts. Should a potential conflict remain unresolved, the Vice President for Academic Affairs will mediate a solution. Upon receipt of the schedules and resolution of all conflicts, the Director of Scheduling will key the schedules on-line.
3. Telecourse Schedules

Telecourses, once developed, are typically scheduled for every term. If the academic dean wishes a telecourse to be scheduled only for select terms, prior approval is required from the Vice President for Academic Affairs based upon the consultation of the Assistant Vice Presidents for Instruction and Instructional Technology. New telecourses may be added until the close of the final review of the term schedule
4. TechNet Course Schedules

Courses scheduled for the State TechNet Interactive Network are based on the needs of other state technical colleges, in addition to Piedmont Technical College. The courses scheduled for this format must meet requirement for statewide

distribution (i.e., the Funeral Services Program courses) or be requested by at least one other technical college in the system. The Assistant Vice President for Instructional Technology will represent the college on a statewide planning team and will provide information to the division deans on courses required each term via this compressed interactive video delivery mode. Deadline dates for course submission will be the same as for traditional class schedules and will be submitted by department heads and deans.

5. Online Course Schedules

Online courses, once developed are typically scheduled for every term. If the academic dean wishes an online course to be scheduled only for select terms, prior approval is required from the Vice President for Academic Affairs based upon consultation of the Assistant Vice Presidents for Instruction and Instructional Technology. New online courses may be added up until the close of the final review of the term schedule.

6. Review

The Director of Scheduling will review the entire proposed schedule of course offerings with the Vice President for Academic Affairs in consultation with the Assistant Vice Presidents and Deans of Off-Campus Programs, and will direct the publishing and distribution of the approved schedules.

B. Distribution

1. Final semester line schedules will be distributed at least two weeks prior to the beginning of pre-registration for each term.

2. Distribution of Revisions (if necessary)

a. Prior to the beginning of classes, only fine-tuning of the semester schedules should be done. Any changes to the semester schedules will be submitted via electronic mail to the Director of Scheduling. The Director of Scheduling will review these changes with the Vice President for Academic Affairs for approval. All schedule revision will be made on-line, and all parties will be notified via electronic mail.

b. After the start of classes, all schedule revisions will be submitted to the Director of Scheduling. All revisions will be made on-line and all parties will be notified via electronic mail.

C. Instructor Scheduling

Instructor schedules will be coordinated by the department heads and deans within each division. All instructor-teaching schedules should be finalized and prepared eight (8) weeks prior to the beginning of each semester. Division administrative assistants are responsible for posting the instructor's names and Social Security numbers to the Student Information System (SIS) system on-line and for maintaining copies of the instructor's loading forms in their divisions. Each division administrative assistant will post full-time instructor names and social security numbers eight weeks before the start of classes. The completed faculty-loading summary will be submitted to the Assistant Vice President for Instruction at this time. This loading summary will be updated as needed to reflect any last minute change necessitated by cancellations, class splits, or adjunct availability.

D. Room Control

1. The Director of Scheduling will maintain room schedules for all rooms (with the exception of the classrooms where the assigned deans or department heads are responsible.)
  - a. All rooms will be assigned prior to pre-registration and posted on-line by the Director of Scheduling.
  - b. Any room change made at any time must be reported via electronic mail to the Director of Scheduling.
  - c. Each county center will assign classrooms at each center and report the room schedule to the Director of Scheduling.
  - d. The Registrar (days) and the Evening Director (evenings) will assume the responsibility of schedule adjustments and room control in consultation with the appropriate Assistant Vice President. In the absence of the Director of Scheduling, such changes will be forwarded to the Director of Scheduling by e-mail in a timely manner.
  - e. All schedule changes that occur after the term begins must be reported to the Director of Scheduling for correction to the SIS database. These include course cancellations, room number changes, class meeting date changes, and time changes.

E. Course Cancellations

1. Main Campus
  - a. The Deans in consultation with department heads/coordinators will make decisions about cancellations on the Greenwood campus. The deans have sole responsibility for notifying the Director of Scheduling via electronic mail or all Greenwood campus cancellations. The Director of Scheduling will review all cancellations. All cancellations are subject to the review and approval of the Assistant Vice President for Instruction.
  - b. Department heads/coordinators will be responsible for notifying the assigned instructor of the cancellation. Department faculty members will be responsible for notifying all students and posting notices and meeting the first class to announce the cancellation.
2. County Center Campuses
  - a. Deans of Off-Campus Programs are responsible for decisions regarding cancellations of courses offered at the county centers. The deans will notify the Director of Scheduling as soon as cancellation decisions are made. The Director of Scheduling will review all cancellations. All cancellations are subject to the review and approval by the Vice President for Academic Affairs.
  - b. The Director of Scheduling will notify the appropriate department heads and division administrative assistants via electronic mail of cancellations of courses offered at the county centers. The department heads or program coordinators are responsible for notifying the instructors. Staff at the county centers are responsible for notifying students by phone or mail.

3. Weekend College
  - a. The Director of Weekend College will be responsible for making all decisions regarding course cancellations for Weekend College. The Weekend Director will notify the Director of Scheduling as soon as cancellation decisions are made. The Director of Scheduling will review all cancellations for the Weekend College. All cancellations are subject to review and approval by the Assistant Vice President for Continuing Education.
  - b. The Director of Scheduling will notify the appropriate department heads and division administrative assistants via electronic mail of course cancellation for Weekend College. The department heads or program coordinators are responsible for notifying the instructors. The Weekend College Director is responsible for notifying the students by phone or mail.  
The Director of Scheduling will have sole responsibility for adjusting computer records when a course cancels. Any know cancellations should be forwarded as soon as possible to the Director of Scheduling for posting.
- F. Class Meeting Time - It is the responsibility of every instructor to conduct class for the full-allotted time as shown by the academic schedule for the particular semester or term unless extenuating circumstances, such as inclement weather, do not permit it. The schedule below is based on the State Board for Technical and Comprehensive Education Statement of Policy Number 3-2-201. This policy defines an instructional hour as 50 minutes and one semester credit hour as 750 minutes.

**Fall and Spring Semesters  
Schedule with 15 minutes between classes**

Full Term		Mini Term
		(meet 4 days)
8:15 – 9:30		8:15 – 9:30
9:45 – 11:00		9:45 – 11:00
11:15 – 12:30		11:15 – 12:30
12:30 – 1:30	Lunch	12:30 – 1:30
1:30 – 2:45		1:30 – 2:45
3:00 – 4:15		3:00 – 4:15
5:00 – 6:15		
6:25 – 7:40		
7:50 – 9:05		
9:15 – 10:30		

**Summer Semester  
Schedule with 15 minutes between classes**

Full Term		Mini Term
		(meet 4 days)
8:15 – 10:25		8:15 – 10:25
10:40 – 12:50		10:40 – 12:50
12:50 – 1:30	Lunch	12:50 – 1:30
1:30 – 3:40		1:30 – 3:40
5:40 – 7:40		
7:50 – 9:50		

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