

Center Scheduling Process

- Usually done before the main campus
- COMET is created using previous term
- VPI assigns FTEF allocations. Centers have their own FTEF allocation independent of Divisional FTEF.
- Center Directors evaluate the previous term:
 - Number of sections offered & cancelled sections
 - FTES earned
 - GE areas covered (used to ensure day and evening options offered)
 - Program requirements
- Center Directors develop a recommended schedule for each center
 - Directors and Coordinators use separate spreadsheet that includes a “grid” to place classes into classrooms by days/times.
 - Recommendations include added courses, removed courses, meeting pattern changes based on evaluation and classroom availability, rotated program courses, FTEF reductions, etc.
 - Recommendations communicated to Deans in COMET “Learning Center Pre-Planning” tab. Director’s Comments column provide Deans extra information
- Directors present wish list of courses with VPI before presenting to Deans.
- Deans discuss with Dept. Chairs and respond to Center Director’s recommendations in Dean’s Comments column
- VPI can make notes in VPI column
- Deans to check in with Directors to discuss Division’s schedule at the centers to get to final schedule. This should be identified in timeline (check-in meeting).
- Directors propose additional courses due to not meeting FTEF allocation from wish list to be approved by deans.
- Once center schedules are agreed upon, Deans update Location & Transfer Data tab.

Notes:

- Directors recommended schedule is based on FTEF allocation and evaluation. If a class is not offered on that list, a different class can take its place and would be recommended later in process (can come from any division).
- If necessary, Deans should meet with Directors to discuss details especially for complex areas.
- Need to have clear timeline for center scheduling that includes deadlines for Directors, Deans, and VP to enter comments.