

## Crafton Hills College Scheduling Timeline

Note: The dates may fluctuate based on the academic calendar.

| Month     | Date | Term  | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Responsible Person                                   |
|-----------|------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| September | 15   |       | Set FTES targets for the upcoming academic year (e.g.: Targets for Summer, Fall, Spring 2021-2022 are set by September 15, 2020)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | President, VPAS, and VPI                             |
| October   | 15   | SU/FA | Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the development of the <b>summer and fall schedules</b> within each department <ul style="list-style-type: none"> <li>• FTES targets by Division and Department</li> <li>• Efficiency targets (e.g.: average number of students) by Division and Department</li> <li>• Wait list by department and course to illustrate demand</li> <li>• Educational Planning Data by Course</li> <li>• Feedback from Counselors (??Survey to identify courses that students need.)</li> <li>• Number of sections that have a start time that matches the start time of scheduling block divided by the total number of sections by Division and Department</li> <li>• Room efficiency for the primary rooms used by each Faculty Department Chair</li> </ul> | Dean of OIERP and VPI                                |
| November  | 1    | SP    | Specifically target groups that have been disproportionately impacted in terms of access by using the <a href="#">Students Applied are Not Currently Enrolled - Enrollment Management</a> Informer Report to identify groups to increase enrollments. For example, most recent data suggests need to market to African Americans, Pacific Islanders, and those 30 years old or older.                                                                                                                                                                                                                                                                                                                                                                                                                                                | Director of Institutional Advancement, VPI, and VPSS |
|           | 1    | SP    | Emphasize 1-3 new and/or low enrolled programs to students who have applied but not enrolled in specified start term using the <a href="#">Students Applied are Not Currently Enrolled - Enrollment Management</a> Informer Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Director of Institutional Advancement, VPI, and VPSS |
|           | 2    | SP    | <b>Priority Registration for Spring begins</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                      |
|           | 8    | SU/FA | <b>Summer and fall</b> Assignments recommendations from Chairs sent to Office of Instruction (“Sticky Friday”)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Chairs                                               |
|           | 16   | SU/FA | Send <b>summer and fall schedules</b> to Scheduler indicating zero textbook cost sections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Chairs and Deans                                     |
|           | 20   | SP    | <b>Open Registration for Spring begins</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                      |
| December  |      |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                      |
| January   | 5    | SP    | Specifically market to students enrolled in less than a specified unit value, like 7 units using the <a href="#">Emails of Students Actively Enrolled in Less than Specified Unit Value</a> Informer Report. Students enrolled in more units are more likely to transfer and may be eligible for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Director of Institutional Advancement, VPI, and VPSS |

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| Month    | Date | Term  | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Responsible Person                                   |
|----------|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
|          |      |       | additional financial aid. Students enrolled in 12 or more units are more likely to complete their educational goals.                                                                                                                                                                                                                                                                                                                                                 |                                                      |
|          | 6    | SP    | Specifically market to students who applied and are currently not enrolled in the specified term using the corresponding <a href="#">Informer Report</a>                                                                                                                                                                                                                                                                                                             | Director of Institutional Advancement, VPI, and VPSS |
|          | 7    | SP    | Market to students who successfully completed ENGL-101 in the fall to complete transfer level math in the spring using the <a href="#">Major, Course Success, and Currently Enrolled</a> Informer Report                                                                                                                                                                                                                                                             | Director of Institutional Advancement, VPI, and VPSS |
|          | 8    | SP    | Market to students who successfully completed transfer level math (102 and 110) in the fall to complete transfer level English in the spring using the <a href="#">Major, Course Success, and Currently Enrolled</a> Informer Report                                                                                                                                                                                                                                 | Director of Institutional Advancement, VPI, and VPSS |
|          | 11   | SU/FA | Scheduler sends drafts of schedule to Deans and Chairs                                                                                                                                                                                                                                                                                                                                                                                                               | Scheduler                                            |
|          | 15   |       | <b>Governor's budget proposal for the next year is distributed</b>                                                                                                                                                                                                                                                                                                                                                                                                   |                                                      |
|          | 31   |       | <b>SBCCD completes analysis based on proposed Governor's budget. Any changes to FTES targets are communicated by VPI to Deans and Chairs.</b>                                                                                                                                                                                                                                                                                                                        | VPI                                                  |
| February | 1    | SU/FA | Chairs and Deans make corrections and send drafts back to scheduler                                                                                                                                                                                                                                                                                                                                                                                                  | Chairs and Deans                                     |
|          | 6    | SU/FA | Chairs and Deans send changes to schedule based on changes to FTES targets                                                                                                                                                                                                                                                                                                                                                                                           | Chairs and Deans                                     |
|          | 7    | SU/FA | Room optimizer is run to find most efficient rooms for courses                                                                                                                                                                                                                                                                                                                                                                                                       | Scheduler                                            |
|          | 8    | SU/FA | Scheduler sends second drafts to Chairs and Deans including any changes to the room assignments                                                                                                                                                                                                                                                                                                                                                                      | Scheduler                                            |
|          | 22   | SU/FA | Chairs and Deans make corrections and send drafts back to scheduler indicating zero textbook cost sections                                                                                                                                                                                                                                                                                                                                                           | Chairs and Deans                                     |
| March    | 1    | SU/FA | Scheduler sends final <b>summer and fall schedule</b> drafts to Chairs and Deans                                                                                                                                                                                                                                                                                                                                                                                     | Scheduler                                            |
|          | 3    | SP    | Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the development of the <b>spring schedule</b> within each department <ul style="list-style-type: none"> <li>• FTES targets by Division and Department</li> <li>• Efficiency targets (e.g.: average number of students) by Division and Department</li> <li>• Wait list by department and course to illustrate demand</li> <li>• Educational Planning Data by Course</li> </ul> |                                                      |

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|-------|-----------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|       |           |              | <ul style="list-style-type: none"> <li>Feedback from Counselors (??Survey to identify courses that students need.)</li> <li>Number of sections that have a start time that matches start time of scheduling block divided by the total number of sections by Division and Department</li> <li>Room efficiency for the primary rooms used by each Faculty Department Chair</li> </ul>  |                                                             |
|       | 15        | SU/FA        | Chairs and Deans make corrections and send drafts back to scheduler making sure to indicate zero textbook cost sections                                                                                                                                                                                                                                                               | Chairs and Deans                                            |
|       | 21        | SU/FA        | Scheduler makes final minor changes, runs live checklist, and publishes <b>summer and fall schedules</b>                                                                                                                                                                                                                                                                              | Scheduler                                                   |
| April | 3         | SP           | <b>Spring</b> Room Assignment recommendations from Chairs sent to Office of Instruction (“Sticky Friday”)                                                                                                                                                                                                                                                                             | Chairs                                                      |
|       | 4         | SP           | Send <b>spring schedule</b> to Scheduler making sure to indicate zero textbook cost sections                                                                                                                                                                                                                                                                                          | Chairs and Deans                                            |
|       | 12        | SU           | Specifically target groups that have been disproportionately impacted in terms of access by using the <a href="#">Students Applied are Not Currently Enrolled - Enrollment Management</a> Informer Report to identify groups to increase enrollments. For example, most recent data suggests need to market to African Americans, Pacific Islanders, and those 30 years old or older. | Director of Institutional Advancement, VPI, and VPSS        |
|       | 12        | SU           | Emphasize 1-3 new and/or low enrolled programs to students who have applied but not enrolled in specified start term using the <a href="#">Students Applied are Not Currently Enrolled - Enrollment Management</a> Informer Report                                                                                                                                                    | Director of Institutional Advancement, VPI, and VPSS        |
|       | <b>13</b> | <b>SU/FA</b> | <b>Priority Registration begins for Summer and Fall</b>                                                                                                                                                                                                                                                                                                                               |                                                             |
|       | 30        | SP           | Scheduler sends drafts of schedule to Deans and Chairs                                                                                                                                                                                                                                                                                                                                | Scheduler                                                   |
| May   | <b>1</b>  | <b>SU/FA</b> | <b>Open Registration begins for Summer and Fall</b>                                                                                                                                                                                                                                                                                                                                   |                                                             |
|       | 10        | SU           | Target students who were enrolled in the fall or spring semester and who are not enrolled in the summer semester using csv file provided by OIERP. Students who enroll in summer semesters are 2 times more likely to transfer                                                                                                                                                        | Director of Institutional Advancement, OIERP, VPI, and VPSS |
|       | 15        |              | <b>Governor’s May Revise is released</b>                                                                                                                                                                                                                                                                                                                                              |                                                             |
|       | 28        | SP           | Chairs and Deans make corrections and send drafts back to scheduler                                                                                                                                                                                                                                                                                                                   | Chairs and Deans                                            |
|       | 31        |              | <b>SBCCD completes analysis based on Governor’s May revise. Any changes to FTES targets for summer, fall, or spring are communicated by VPI to Deans and Chairs.</b>                                                                                                                                                                                                                  | VPI                                                         |
| June  | 7         | SP           | Chairs and Deans send changes to schedule based on changes to FTES targets                                                                                                                                                                                                                                                                                                            | Chairs and Deans                                            |

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|        | 8    | SP   | Room optimizer is run to find most efficient rooms for courses                                                                                                                                                                                                                                                                                                                                                        | Scheduler                                            |
|        | 9    | SP   | Scheduler sends second drafts to Chairs and Deans including any changes to the room assignments                                                                                                                                                                                                                                                                                                                       | Scheduler                                            |
|        | 15   |      | <b>Final State budget is approved</b>                                                                                                                                                                                                                                                                                                                                                                                 |                                                      |
|        | 25   | SP   | Chairs and Deans make corrections and send drafts back to scheduler indicating zero textbook cost sections                                                                                                                                                                                                                                                                                                            | Chairs and Deans                                     |
|        | 30   |      | <b>SBCCD completes analysis based on final State budget. Any changes to FTES targets for summer, fall, or spring are communicated by VPI to Deans and Chairs.</b>                                                                                                                                                                                                                                                     | VPI                                                  |
| July   | 3    | SP   | Scheduler sends final <b>spring schedule</b> drafts to Chairs and Deans                                                                                                                                                                                                                                                                                                                                               | Scheduler                                            |
|        | 15   | SP   | Chairs and Deans make corrections and send drafts back to scheduler making sure to indicate zero textbook cost sections                                                                                                                                                                                                                                                                                               | Chairs and Deans                                     |
|        | 16   | FA   | Specifically target groups that have been disproportionately impacted in terms of access by using the <a href="#">Students Applied are Not Currently Enrolled - Enrollment Management</a> Informer Report to identify groups to increase enrollments. For example, most recent data suggests need to market to African Americans, Pacific Islanders, and those 30 years old or older.                                 | Director of Institutional Advancement, VPI, and VPSS |
|        | 16   | FA   | Emphasize 1-3 new and/or low enrolled programs to students who have applied but not enrolled in specified start term using the <a href="#">Students Applied are Not Currently Enrolled - Enrollment Management</a> Informer Report                                                                                                                                                                                    | Director of Institutional Advancement, VPI, and VPSS |
|        | 21   | SP   | Scheduler makes final minor changes, runs live checklist, and publishes schedule                                                                                                                                                                                                                                                                                                                                      | Scheduler                                            |
|        | 25   |      | <b>State provides the Advance Apportionment for the upcoming year.</b>                                                                                                                                                                                                                                                                                                                                                |                                                      |
| August | 5    | FA   | Specifically market to students enrolled in less than a specified unit value, like 7 units using the <a href="#">Emails of Students Actively Enrolled in Less than Specified Unit Value</a> Informer Report. Students enrolled in more units are more likely to transfer and may be eligible for additional financial aid. Students enrolled in 12 or more units are more likely to complete their educational goals. | Director of Institutional Advancement, VPI, and VPSS |
|        | 6    | FA   | Specifically market to students who applied and are currently not enrolled in the specified term using the corresponding <a href="#">Informer Report</a>                                                                                                                                                                                                                                                              | Director of Institutional Advancement, VPI, and VPSS |

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|--------------|-------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
|              | 7           | FA          | Market to students who successfully completed ENGL-101 in the spring or summer to complete transfer level math in the spring using the <a href="#">Major, Course Success, and Currently Enrolled</a> Informer Report                             | Director of Institutional Advancement, VPI, and VPSS |
|              | 8           | FA          | Market to students who successfully completed transfer level math (102 and 110) in the spring or summer to complete transfer level English in the spring using the <a href="#">Major, Course Success, and Currently Enrolled</a> Informer Report | Director of Institutional Advancement, VPI, and VPSS |
|              | 10          |             | <b>SBCCD completes analysis based on final State budget. Any changes to FTES targets for summer, fall, or spring are communicated by VPI to Deans and Chairs.</b>                                                                                | VPI                                                  |

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