

SUMMER SCHEDULE DEVELOPMENT

Scheduling for Summer 2010 will be much more challenging than last summer due to limited resources, limited opportunity for expansion of programming and the use of a mixed model (self-support and State funded courses)

We will build the summer schedule on a Monday through Thursday 4-day schedule with Friday instructional hours, if needed, occurring on Blackboard. You may use web-assisted and hybrid as approved by the Division and Department Chairs to eliminate time on campus. Remember all instructional hours must be documented and obvious to the program auditors.

Step One: Plan your schedule on full teaching loads for 12 month employees

- a. This schedule must be built first before all other course offerings
- b. Twelve month employees may teach one course overload with the Department Chair's approval.

Step Two: Plan your schedules needed in the summer based on:

- a. Courses needed for program completion based on 5 semester program requirements
- b. Developmental needs
- c. Pre-requisite courses needed for Fall classes
- d. Courses that will easily fill to capacity with **NO** less than **15** students unless prescribed by lab restrictions or accreditation guidelines or upon prior approval of the Dean.

Step Three: Plan your schedule based on paired classes needed by certain programs (such as ADN & Cosmetology & eArmyU)

Step Four: Plan your schedule based on the specific needs of SLC, Fort Bragg, and HEC.

Step Five: Schedule courses at Spring Lake, Fort Bragg and HEC to use the Science and Computer Labs and to include other priority courses identified by the AVP of Off-Campus Programs.

Step Six: With the exception of some Health and Cosmetology courses, all courses taught by 10-month or adjuncts must be planned and built in Datatel from Day One as self-support. The Curriculum Data Management Office will need to know which classes are self-support before the Datatel schedule can be built. Exceptions to this guideline must be approved by the Dean and VP of Academic and Student Services.

- a. Remember the goal is not to make money, but as a service to students. If you offer too many courses for the purpose of simply making money, you will potentially reduce the Fall 2010 FTE.

- b. Once a course is built as self support, you will not be allowed to change it to state supported or vice versa.
- c. We are required to pay the self support instructors out of the funds collected from the self support classes. If we fail to recover our costs, we must find the funds elsewhere. State funds cannot be used to augment these funds. Therefore, it is critical that we build all self support courses for cost recovery with a minimum of 15 students.
- d. The VP for Business and Finance and the VP for Academic and Student Services will determine the minimum number of students in a self-support class for full cost recovery.
- e. Students in self support courses will pay the same tuition as state supported courses.
- f. The college refund policy will apply to both self support and state supported classes.
- g. The self support process will be transparent to the students. There will be no procedural difference for students. Differences will occur in Datatel and in the business and finance procedures.

Proponent: Vice-President for Academic and Student Services

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