Course Scheduling

Greg Klotz

Starts about 12 months out?

- 18.19.1 The Chair shall circulate a memo to all Members in his/her Department that seeks input (within the Member's allocated teaching effort (DOE)) with respect to required/core courses and elective courses the Member would like to teach.

- 18.19.1.1 The Member shall provide the Chair with a signed completed Teaching Request Form listing courses the Member wishes to teach and, for each non-E-Learning course, the mode of course delivery the Member proposes to use; and, optionally, preferred scheduled class meeting days for each course taught using a In-person, Online Synchronous, Hyflex, or Blended mode of course delivery.

- 18.20 The Dean, or designate, on the recommendation of the Chair, shall finalize the Member's assigned teaching, including E-Learning courses, in writing at least eight (8) months in advance of the commencement of the assigned teaching.

Scheduling starts about 8 months out

- I write the planned lectures, labs, and instructors into the scheduling software

☐	✅ CIS 2250 Description: SOFTWARE DESIGN II	✅ Department: 0289 Identification: BCOMP-SENG-LVL1 Description: SOFTWARE ENGG LEVEL 1 Academic Block Type: DEFAULT Size: 120	✅ ☐ 01	W24	✅ ☐ C01	120	01	2024/01/08	2024/04/05	**Pattern Day Start(Duration)** M1	CTR-C-Class	**Name** ✅ Hamilton-Wright, Andrew M.	☐
					✅ ☐ L01	30	01	2024/01/08	2024/04/05	**Pattern Day Start(Duration)** T2	⚠️ CTR-D-Comp:G-THRN-2420	-	
					✅ ☐ L02	30	01	2024/01/08	2024/04/05	**Pattern Day Start(Duration)** T2	⚠️ CTR-D-Comp:G-THRN-2420	-	
					✅ ☐ L03	30	01	2024/01/08	2024/04/05	**Pattern Day Start(Duration)** T2	⚠️ CTR-D-Comp:G-THRN-2420	-	
					✅ ☐ L04	30	01	2024/01/08	2024/04/05	**Pattern Day Start(Duration)** T2	⚠️ CTR-D-Comp:G-THRN-2420	-	

DH1 - 2x1.5 HOUR MW or TTH DINNER HOUR
ET1 - 1X1 HOUR M-TH EVENING
ET2 - 1X2 HOUR M-TH EVENING
ET3 - 1X3 HOUR M-TH EVENING
M1 - 2x1.5 HOUR TTH
M2 - 2x1.5 HOUR MW, MF or WF
S2 - 2x1 HOUR MW, MF, TTH or WF
✓ S3 - 3x1 HOUR MWF
T1 - 1x1 HOUR M-F
T2 - 1x2 HOUR M-F
T3 - 1x3 HOUR M-F
U1 - 1x1.5 HOUR Tor TH
U2 - 1x1.5 HOUR M, W or F

C-Class ⌄ | G ⌄

Scheduling Patterns

DH1 - 2x1.5 HOUR MW or TTH DINNER HOUR
ET1 - 1X1 HOUR M-TH EVENING
ET2 - 1X2 HOUR M-TH EVENING
ET3 - 1X3 HOUR M-TH EVENING
M1 - 2x1.5 HOUR TTH
M2 - 2x1.5 HOUR MW, MF or WF
S2 - 2x1 HOUR MW, MF, TTH or WF
✓ S3 - 3x1 HOUR MWF
T1 - 1x1 HOUR M-F
T2 - 1x2 HOUR M-F
T3 - 1x3 HOUR M-F
U1 - 1x1.5 HOUR T or TH
U2 - 1x1.5 HOUR M, W or F
C-Class ⌄   G   ⌄

- Need to balance MWF and Tu/Th courses to avoid time conflicts.

- If you are teaching multiple courses/sections in a semester and would like to [or not like to] teach them on the same days that is good to know.

- If you need to avoid 8:30 lectures: evenings

Exceptions

- Documented medical need on file with Scheduling.

- Only teaching one grad course in Reynolds 1101 [no undergrad, no other courses]. If the room is available you can choose the time. Still following the patterns.

Helpful for me to know

- 8 months out, or as soon as you know what you will be teaching.

- Would you like to teach all courses on the same days?

- Would you like a computer lab? Or not want a computer lab? Teamwork classroom?

- Unless I'm told otherwise, the course will be scheduled as it was last time.

- MWF or Tu/Th? It needs to be balanced.

- Evening classes?

- Are you attending labs?

- In person, hyflex, blended, etc.

Scheduling makes the schedule

- About 4 months out.

- I get a draft schedule. At this time we can make small changes. Instructors, course deletions, lab section deletions or additions.

- Would the draft schedule be helpful to you? Even knowing it can and does change?

1st Year Time	Monday			Tuesday		
08:30:00	CIS*2500 C02			CIS*2500 L10	CIS*2910 L01	
09:00:00	LABS 6-10					
09:30:00	CIS*2500 L08					
10:00:00						
10:30:00		CIS*1500 C01		CIS*1500 L04		
11:00:00						
11:30:00				MATH*1160 C01		
12:00:00						
12:30:00	CIS*2500 C01	CIS*2500 L07			CIS*1500 L07	
13:00:00	LABS 1-5			CIS*2250 C01		
13:30:00					CIS*2500 L05	CIS*2910 L02
14:00:00						
14:30:00	CIS*2500 L09			CIS*1500 L09		
15:00:00						
15:30:00					CIS*2250 L04	
16:00:00				CIS*2910 C01		
16:30:00	CIS*1500 L02					
17:00:00						
17:30:00						
18:00:00						
18:30:00						
19:00:00						
19:30:00						
20:00:00						
20:30:00						
21:00:00						
21:30:00						
22:00:00						

Course Outlines or Plans

- It is helpful for students to know your course plans before course selection starts. About 3 months out.

- By the time courses start they are mostly full. Especially the required courses. There is no flexibility for students to change sections based on new information in the first lectures.

Students register

- About two/three months out.

- Course selection windows: students with the most credits can register on day 1, then gradually more and more students can register. It takes about two weeks before first year students register.

- Sarah and I gradually add space to courses as course selection windows open. For example, ensure second year students can register in CIS*2170 instead of only 4th years.

All scheduling requests are tentative

- Scheduling needs to be able to make a workable timetable for about 4000 courses each fall and winter.

- We can ask, but might not get.

Scheduling: Discussion

- Could we have a shared Excel spreadsheet online, showing planned teaching?

- Anything you would like me to do differently?

- What is working? What isn't working?