

An aerial photograph of a university campus at sunset. A tall, slender clock tower stands prominently in the center. The sky is filled with colorful clouds in shades of orange, yellow, and purple. In the background, a range of mountains is visible under the twilight sky. The campus features various buildings, including a large circular structure on the right, and is surrounded by trees and green spaces.

Course Scheduling

Chair Roles and Responsibilities

1. Educational Mission

Departmental Mandate

It is the chair's fundamental responsibility to fulfill the educational mission of their department.

Reference: APM 245

2. Program Leadership

Teaching & Research

As leader of the department, the chair actively oversees all departmental programs in both teaching and research fields.

Key Priority:

Offer curriculum for students (LD, UD, GR; majors and breadth).

3. Administration

Administrative Duties

Teaching Assignments

Determined in accordance with Academic Senate Regulation 750.

Course Scheduling

Manage efficient schedules of courses, times, and designated classroom meetings.

Campus Scheduling Process

✓ CSC Approved Priority

1. Scaffolding

High-demand core curriculum courses impacting time to degree

2. Pre-Scheduling Agreements

Approved non-standard patterns

⚙️ Optimizer Scheduled

3. Standard Primary Activities

Standard primary lectures & seminars

4. Non-Standard Primary Activities

Unapproved non-standard patterns

5. Secondary Activities

Discussion sections, labs, & workshops

✨ GA Rooms Optimizer Process

01

Departmental Submission

Departments submit preferred schedules in full compliance with university guidelines.

02

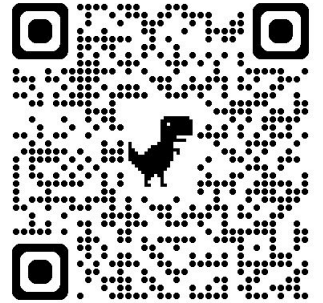
Enrollment & Utilization Alignment

Campus automatically schedules sections prioritizing recent enrollment metrics and classroom space utilization.

03

Alternative Scheduling Support

If primary preferences cannot be placed, EM staff work directly with departments to coordinate alternative options.



Course
Scheduling
Committee
(CSC) guidelines

Scheduling Best Practices

1. Planning Cycle

Year-Round Strategy

Think a year ahead, all-year around. Establishing **two-year cycles** is highly recommended for stable curriculum planning.

2. Communicate

Collaborate

FAO: Financial implications & workload.

Advisors: Understand Student Need

Enrollment Managers: Support schedule development and system entry.

3. Engage Faculty

Active Participation

- Inform faculty of the process, timeline, and policy
- Ensure responsiveness.
- Maintain clear reminders regarding scheduling flexibility.

4. Workload

Fair Policies

Establish policies for a balanced workload across:

- Primetime vs. non-primetime slots
- Large Lectures vs. Small Seminars
- Undergraduate vs. Graduate courses



The goal

To meet student demand, optimize course availability, and support timely degree progression.