

Guaranteed Schedule Overview

Last revised 9/1/2011 by D. Sheldon and per AIT Scheduling Subcommittee & AIT Minutes

Note: Spring 2010 Guaranteed Schedule PILOT opened for priority registration on Oct. 12, 2009

Definition
<p>During the academic year, 2009/2010, EMCC began a pilot to move the institution toward a totally guaranteed schedule that could support effective progress of students through their chosen certificates and/or degrees. Parameters were set and classrooms selected to enable all Division Chairs to schedule classes that were guaranteed to run so that students could be supported in their goal completion. Over the next three years, the AIT Schedule Subcommittee has continued to work toward a guaranteed schedule for EMCC. The subcommittee has established common agreements regarding scheduling timeframes, guidelines and practices.</p>
Purpose
<p>The purpose of the Guaranteed Schedule is:</p> <ul style="list-style-type: none"> • To experiment with scheduling patterns that better meet students' needs. • To provide multiple times for registration with a 16-week semester. • To add sections in most popular classes to increase student access. • To guarantee a class within the student schedule. • To complete a required sequence of courses, i.e. ACC111-ACC230-ACC240 in one semester. <ul style="list-style-type: none"> ○ It also serves to provide students with confidence that later classes in a sequence will not be cancelled. ○ It helps support and holds together a program where students progress from class to class and level to level as in language acquisition classes. It provides continuity in instruction. • To promote a "cohort" student sequence. <p>Outcomes of the process:</p> <ul style="list-style-type: none"> • To foster cooperation among Divisions in scheduling classes efficiently.
Description on EMCC Website & Print Schedule for Students
<p>Guaranteed Schedule classes are 5, 8, or 10-week classes that are the only classes guaranteed not to be canceled. All other college class offerings are subject to cancellation.</p> <p>Are 5, 8, or 10-week classes right for me?</p> <ul style="list-style-type: none"> • I can work in a fast-paced environment. • I am able to successfully complete assignments that are more intense. • I understand that a concentrated level of focus and a more structured study regimen is necessary to be successful. <p>Please speak with your advisor if you have any questions.</p> <p><i>Registration is permitted up until the first official class meeting date and time. Registration after a class has started will not be permitted.</i></p>
Scheduling Practices
<ul style="list-style-type: none"> • The guaranteed classes will use Mariposa Hall rooms that are Level III (with laptops: MAR133, MAR134 & MAR135). • This is a guaranteed schedule. The Faculty, Division Chairs, Deans, and V.P.'s will meet to discuss arrangements if a class enrollment is under five students. • In SIS the following "Staff Only" class note will appear with each section: Guaranteed Schedule Section and on meetings tab the Topic field will display: G-Sch.

- The T/R 5-Week classes need an additional 10 minutes for "break time" since they are four hours long. (Classes that meet once per week for 150 minute includes a 10-minute time period for "break time".)
- Faculty teaching the accelerated courses will still be accountable for full semesters.
- **Are classes offered should come from the Top 20 classes*, or meet the following:**
 - **Preserve a coherent course sequence/pathway (i.e. ENG091, ENG101, ENG102)****
 - **Facilitate progress through a degree program.**
- Are multiple daytime options (10-week, 8-week or 5-week) within a 16-week semester.
- The guaranteed classes will continue to use the traditional MWF/TR scheduling options.
- Should be scheduled in conjunction with the Instructional Services staff.

*Top 20 Courses Examples (in terms of Headcount)			
Top	Courses	Fall 2009	Fall 2010
1	ENG101	1,248	1,441
2	NSONSO	705	1,126
3	PSY101	892	1,035
4	CIS105	750	803
5	MAT121	801	779
6	CPD150	349	592
7	MAT082	210	555
8	ENG102	517	525
9	ENG091	313	365
10	MAT151	375	355
11	BIO181	248	324
12	MAT092	341	320
13	RDG091	244	316
14	SOC101	259	294
15	MAT091	262	286
16	BIO201	213	261
17	COM100	218	244
18	PHI101	174	242
19	CRE101	174	221
20	CHM130	214	215

****Course Sequence/Pathway Examples:**

ACC111 + ACC230 + ACC240

ENG091 + ENG101 + ENG102

RDG091 or CIS105 + ENG101 + CRE101

PSY101 + ARH101 + HIS103

ENG101 + ENG102 + ENH242

ECN211 + ECN212

MAT082 + MAT092

GBS151 + HIS101

SOC140 + GBS233

CHM130 + COM225

Challenges/Barriers

- Coordinating class offerings across divisions.
- Marketing to promote and inform students of the availability of guaranteed classes.
- Urging students to meet with an academic advisor about these fast-paced classes. We are assuming students will go from session one to session two to complete as much as possible with the 5 or 8 week formats.
- For additional Guaranteed Schedule Feedback (*see AIT Scheduling Subcommittee Minutes from May 5, 2010*)

Reference Notes *(see documents on Blackboard Learn website under AIT>Scheduling Sub-Committee)*

Jackson, Joyce & Sheldon, D. "Responses to Purpose of Guaranteed Schedule May & Sept 2010". See Blackboard Sept. 1, 2010 AIT Scheduling Sub-Committee Meeting Minutes & Handouts.

Iudicello, Kathleen. "Guaranteed Schedule Pilot Spring 2010 + Course Sequences". See Blackboard Guaranteed Schedule Pilot Spring 2010 + Course Sequences from K. Iudicello June09.

Sheldon, Debra. "Classroom Space Management Guidelines at EMCC.pdf" Adopted on 2/2/2011, Last Revised on 5/4/2011. See Blackboard February. 2, 2011 AIT Scheduling Sub-Committee Meeting Minutes & Handouts. Also posted online at <http://www2.estrellamountain.edu/instructservices/AcademicSchResource.html>

Sheldon, Debra. "Pilot Spring 2010 GuaranteedSch Enrollments Apr2010" pdf. See Blackboard Guaranteed Schedule.

Sheldon, Debra. "Pilot Spring 2010 GuaranteedSch Enrollments Apr2010" pdf. Blackboard Learn>AIT>Scheduling Sub-Committee> Guaranteed Schedule.

Tippett, Bryan. No Subject Line. Attached pdf named "Guaranteed Schedule2." Montgomery College, TX Guaranteed Annual Schedule. E-mail to DL-EMC-AIT on 10 Sept 2008. Also see Class Schedule Excerpts from 2/18/2009 AIT Meeting Minutes.

Willekens, Rene. Email Subject: "Top 30 Classes". E-mail to DL-EMC-AIT on 3 Nov 2010. See Blackboard Nov. 3, 2010 AIT Scheduling Subcommittee Meeting Minutes & Handouts.