Schedule and Course Catalog
Process Review

SMT Process Reviews
December 6, 2007

PASSPORT
Student Administration Project
Working together for our student community
Key Process Changes

- Selected Topic approval process
- Scheduling of Biology/Chemistry classes
- Pre-requisites
- Class Schedules will show passing time
- HR will control faculty subject area
- Part-time Faculty Load control
Course catalog refers to the Passport course database, not the printed college catalog. It is roughly the equivalent of /RFM in the legacy system.
Selected Topic Approval Process

Recent changes to Title 5 require Board Approval of all Stand Alone courses, including selected topics (48/248/348/848)

Old Process
Course approved by College curriculum committee, entered into system (/RFM) by the college.

New Process (effective Fall 2007)
Course approved by College curriculum committee and is included on CIPD agenda. Board approval is required prior to offering course. Course entered into system by district office. All college curriculum committees have gone through training and have been certified.
Scheduling of Biology/Chemistry Courses

OLD PROCESS for Lecture/Lab Course meeting MWF
Section 1 Lecture 9-10 MWF, Lab Monday 10-11
Section 2 Lecture 9-10 MWF, Lab Wednesday 10-11
Section 3 Lecture 9-10 MWF, Lab Friday 10-11
Three course sections with labs scheduled concurrently.
Student selects one of the three sections.

NEW PROCESS for Lecture/Lab Course meeting MWF
Section 1 Lecture 9-10 MWF
Section 1LA Lab 10- Monday
Section 1LB Lab 10- Wednesday
Section 1LC Lab 10- Friday
One course with 1 lecture component, 3 lab components
Student enrolls in lab component and is auto enrolled in the lecture component.
• All prerequisites entered in the system will be enforced.
• Students will no longer be able to waive prerequisites online. They must complete the necessary process (same process as is currently used).
• Prerequisites can still be overridden by counselors and A & R (same process as is currently used).
Currently passing time (the time between classes) is not displayed in our class schedules as required in Title 5. Beginning with Summer 2008 schedule, the start and end time will reflect a passing time.

<table>
<thead>
<tr>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:00 MTWTh</td>
<td>8:00-8:50 MTWTh</td>
</tr>
<tr>
<td>12:00-1:30 MTWTh</td>
<td>12:00-1:20 MTWTh</td>
</tr>
<tr>
<td>6:00-9:00pm W</td>
<td>6:00-8:50pm W</td>
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</tbody>
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Classes will generally start on the hour or half hour and end at 20 after or 10 minutes before the hour.
Old Process
The current system places no control on the load assigned to part-time faculty. Load exception requests are submitted inconsistently and generally well into or at the end of the term. This has and has allowed faculty to be overloaded, resulting in the granting of "backdoor" tenure.

New Process
A Term Workload limit exists in the new system. An assignment cannot be entered until the limit is adjusted. This will be done at the district once the load exception has been approved.
Faculty Subject Area

Old Process
In the current system, there is no way to track all faculty by authorized teaching subject

New Process
In the new system, Human Resources will be able to enter an authorized teaching subject. When scheduling classes, schedulers will select instructors from the approved list.
QUESTIONS