CT State Informational Webinar Series

Developing the Fall 2023 Academic Schedule



Academic Operations



Manuel Gomez, PhDAssociate Vice President of Academic Operations



Ryan PiersonDirector of Scheduling and Online Programs, CT State



Guiding Principles

- Academic scheduling starts with the campus
- Schedules are built to meet student and programmatic needs
- Students will be able to seamlessly take classes associated with any campus with proper pass time
- Schedules are built in alignment with the common academic calendar
- Course offerings, including online, will be identified by campus



Work To Date

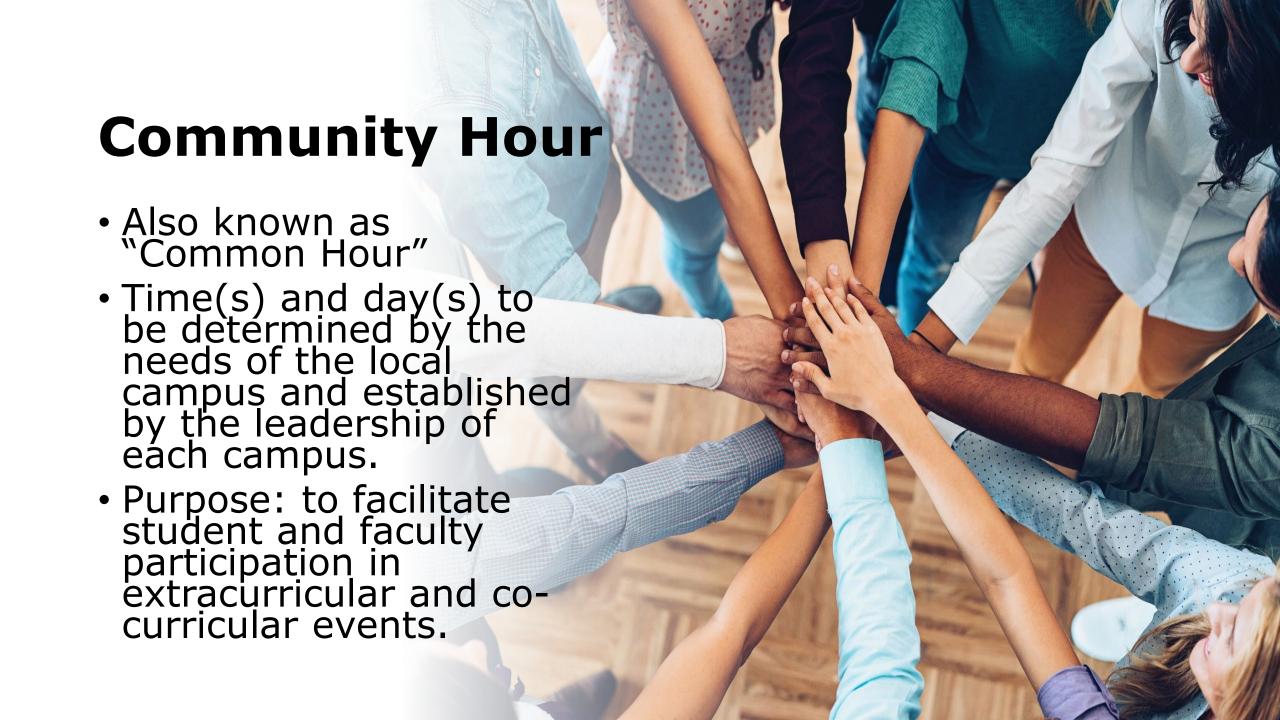
- Building codes standardized and consolidated
- Inventoried and uploaded over 1,700 rooms into Banner
- Uploaded nearly 4,000 sections from Fall 2022 schedule to create "rollover"
- Onboarded scheduling team as of January 13 (3 of 6)
- Recommended maximum course caps

Code *	Description *				
NW-FHX	Founders Hall Annex				
NW-GOU	Goulet House				
NW-GWH	Green Woods Hall				
NW-JOY	Joyner Health Science Center				
NW-LRC	Learning Resource Center				
OFFCMP	Off Campus Location				
OL-ASY	Online Asynchronous				
OL-SYN	Online Synchronous				
QV-ECE	EarlyChildhoodEducation Center				
QV-MCO	Quinebaug Middle College				
QV-MF	Main Facility - Quinebaug				
QV-MOD	Quad Modular Building				
TR-MC	Main Campus - Three Rivers				
TX-200	200 Building				
TX-300	300 Building				



A Credit Hour at CT State

- Each semester hour reasonably approximates not less than 45 hours of effort by the student over the duration of a semester
- One hour of contact time is defined as 50 minutes of actual contact
- For a 3-credit lecture course:
 - 45 hours (or 2,250 minutes: 50 minutes x 15 weeks x 3 credits) of contact per semester or equivalent session (including Finals Week)
 - 90 hours of student work out-of-classroom per semester or equivalent session



Finals Week

- Finals Week period for a 3-credit class that meets twice per week will be a "double block" of 150 minutes
- 4-credit or higher courses also meet for at least 150 minutes during Exam Week
- Finals Week period must be utilized for an activity or assessment to meet the minimum required instructional time
- Comprehensive final assessments may only be given during the Finals Week period at the end of each term



Process and Timeline



Campuses Build 1st Draft

February 6 – March 10

- 2/6 Deans receive schedule packet, including foundational (or "rollover") schedule and scheduling resources to distribute to campus stakeholders (department chairs, etc.)
- Rollover will be in Excel spreadsheet and adjustments can be made directly in spreadsheet (example below)
- Spreadsheet changes entered in Banner by campus schedulers

SAM	SAMPLE															
						Contact								Instructional		Term
Action	CRN	Subj	Crs_nr	Sect	Title	Hrs	Limit	Days	S_Time	E_Time	Bldg	Room	Instructor	Method	#NoLo?	Length
EDIT	10007	PSY	1011	66	General Psychology I	3	30	TR	9:30	10:45	OL-SYN	LIVESTREAM	O'Furniture, Patty	LRON	NOLO	Full Term
	10008	PSY	1011	67	General Psychology I	3	30	TR	12:30	13:45	CA-MC	415	Chovey, Ann	TRAD	NOLO	Full Term
ADD	10009	PSY	1011	68	General Psychology I	3	30				OL-ASY	ONLINE	Mellow, Marsha	ONLN		Late Start
EDIT	10010	PSY	1011	69	General Psychology I	3	30	MW	8:00	9:15	CA-MC	421	Akew, Barb	TRAD		Full Term
DELETE	10011	PSY	1011	70	General Psychology I	3	30	S	8:00	10:30	CA-MC	421	Book, Rita	TRAD		Full Term

Recommended Timeline

1 st Draft of Campus Schedule	5 Weeks	2/6-3/10
Fill out scheduling worksheets	2 weeks	2/6-2/19
Banner Training for Campus Schedulers		2/14 3-5pm
Enter schedules in One College Banner	2 weeks	2/20-3/3
Review of first draft and final adjustments	1 week	3/6-3/10



CT State Review

March 13 - March 24

- Check for consistency
- Review workload compliance
- Add fees and link/cross-list courses
- Review distribution of synchronous online classes
- Provide recommendations to campuses



Schedule Goes Live!

- March 27 Schedule is posted for view on myCTState
- April 4 Fall 2023 Registration begins!
- After April 4 -
 - Classrooms continue to be assigned by campuses through EMS
 - Changes to schedule are communicated to Academic Associate through campus Dean and/or their designee(s)
 - PTL contracts distributed



Campus vs CT State Schedulers

Campus Schedulers

- Assist in the initial build
- Gather and enter changes to rollover schedule
- Assign release time (PC, DC, etc.)
- Inputs schedule/workload in Banner up to 3/10
- Assign all classrooms

CT State Academic Associates

- Support for 4 campuses
- Lab Fees, links, cross-lists, developmental courses
- Enter all schedule and workload changes in Banner after 3/10
- Ensure scheduling consistency across Schools
- Generate new adjunct Banner IDs and distribute PTL contracts



CT State Academic Associates







	Erin O'Neil	Lolita Wynter	Sabina Ostynska		
Campus #1	Gateway	Manchester	Asnuntuck		
Campus #2	Housatonic	Middlesex	Capital		
Campus #3	Northwestern	Quinebaug Valley	Naugatuck Valley		
Campus #4	Norwalk	Three Rivers	Tunxis		
School #1	Arts & Humanities	Business & Hospitality	Engineering & Technology		
School #2	Science & Mathematics	Social & Behavioral Sciences	Nursing & Allied Health		

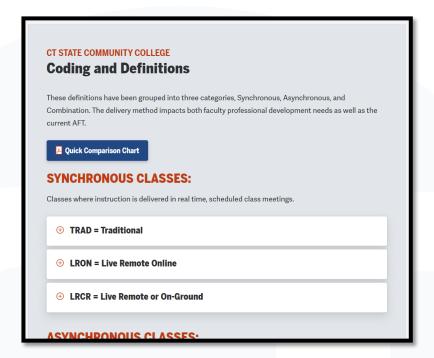


Features of a College-Wide Schedule



Instructional Methods

- Asynchronous classes
 - ONLN = Fully Online
 - OLCR = Online with Classroom Requirement
- Synchronous classes
 - TRAD = Traditional
 - LRON = Live Remote Online
 - LRCR = Live Remote or On-Ground (student choice of TRAD or LRON)
- Combination of synchronous and asynchronous (https://www.ct.edu/academics/courses)
 - HYBR = Hybrid
 - FLEX = Flexible Hybrid (student choice of TRAD, LRON, or ONLN)





Common Term Lengths

• Full Term

15 Weeks

Late Start

13 Weeks

• "7-1-7"

First Half – 7 Weeks

1 Week Break

Second Half – 7 Weeks

Limited Use Terms:

- 5 Weeks
- Other



Standard Class Times

- Facilitates cross-campus registration in synchronous classes
- Mitigates Finals Week conflicts
- Ensure proper pass time between classes (minimum 15 minutes)
- Maximize space utilization



Standard Class Times

		3 Conta	ct Hour			4 Conta	ct Hour		6 Conta	act Hour
Term Length		Full Term -	15 Weeks			Full Term -	15 Weeks		Full Term	- 15 Weeks
Days per Week	2		1		7	2	1	L	2	
# Meetings	2	8	14		2	8	1	4	28	
Duration	75 i	min	150 min		10)5	210 + 1	5 break	160	
	Start	End	Start	End	Start	End	Start	End	Start	End
	6:30 AM	7:45 AM								
Marrina	8:00 AM	9:15 AM	8:00 AM	10:30 AM	8:00 AM	9:45 AM	8:00 AM	11:45 AM	8:00 AM	10:40 AM
Morning	9:30 AM	10:45 AM	9:30 AM	12:00 PM	9:30 AM	11:15 AM	9:30 AM	1:15 PM	9:30 AM	12:10 PM
	11:00 AM	12:15 PM	11:00 AM	1:30 PM	11:00 AM	12:45 PM	11:00 AM	2:45 PM	11:00 AM	1:40 PM
	12:30 PM 1:45 PM		12:30 PM	3:00 PM	12:30 PM	2:15 PM	12:30 PM	4:15 PM	12:30 PM	3:10 PM
Afternoon	2:00 PM	3:15 PM	2:00 PM	4:30 PM	2:00 PM	3:45 PM	2:00 PM	5:45 PM	2:00 PM	4:40 PM
	4:00 PM	5:15 PM	4:00 PM	6:30 PM	4:00 PM	5:45 PM	4:00 PM	7:45 PM	4:00 PM	6:40 PM
	5:30 PM	6:45 PM	5:30 PM	8:00 PM	5:30 PM	7:15 PM	5:30 PM	9:15 PM	5:30 PM	8:10 PM
Evening	7:00 PM	8:15 PM	7:00 PM	9:30 PM	7:00 PM	8:45 PM				
	8:30 PM	9:45 PM								
Finals Week	150 minutes		150.04	450.14		inutes	450 : 1		450 : .	
Period	150 M	inutes	150 101	150 Minutes		inutes	150 minutes		150 minutes	



Accelerated Class Times

			3 Conta	ct Hour				4 Conta	ct Hour		6 Conta	ct Hour	
Term Length	7 - 1	L - 7		Late Start	· 13 Weeks		7 - 1	1 - 7	Late Start		Late Start		
Days per Week	2		2 2 1		2		2		2				
# Meetings	1	4	2	24 12		14		24		24			
Duration	16	55	宁 <i>90 i</i>	min	180 +15 break		215 + 15 break		120		185 + 15 break		
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
N4 !	8:00 AM	10:45 AM	6:45 AM	8:15 AM	6:45 AM	10:00 AM	8:00 AM	11:50 AM	8:00 AM	10:00 AM	8:00 AM	11:20 AM	
Morning	9:30 AM	12:15 PM	8:30 AM	10:00 AM	8:30 AM	11:45 AM	9:30 AM	1:20 PM	9:30 AM	11:30 AM	9:30 AM	12:50 PM	
	11:00 AM	1:45 PM	10:15 AM	11:45 AM	10:15 AM	1:30 PM	11:00 AM	2:50 PM	11:00 AM	1:00 AM	11:00 AM	2:20 PM	
	12:30 PM	3:15 PM	12:00 PM	1:30 PM	12:00 PM	3:15 PM	12:30 PM	4:20 PM	12:30 PM	2:30 PM	12:30 PM	3:50 PM	
Afternoon	2:00 PM	4:45 PM	1:45 PM	3:15 PM	1:45 PM	5:00 PM	2:00 PM	5:50 PM	2:00 PM	4:00 PM	2:00 PM	5:20 PM	
	4:00 PM	6:45 PM	3:30 PM	5:00 PM	3:30 PM	6:45 PM	4:00 PM	7:50 PM	4:00 PM	6:00 PM	4:00 PM	7:20 PM	
	5:30 PM	8:15 PM	5:15 PM	6:45 PM	5:15 PM	8:30 PM	5:30 PM	9:20 PM	5:30 PM	7:30 PM	5:30 PM	8:50 PM	
Evening	7:00 PM	9:45 PM	7:00 PM	8:30 PM					7:00 PM	9:00 PM			
Finals Week	During last		uring last		150	450		During last		450.14		450 M	
Period	schedul	ed class	120 IVI	inutes	150 m	inutes	schedul	ed class	150 Minutes		150 Minutes		



Why These Times?

- Most frequently used times at our current CT Community Colleges
- Alignment with the 75-minute time blocks at the four CT State Universities and UConn
- In alignment with the scheduling needs of students using public transportation

CT State	Eastern	Western	Southern	Central	UConn
8:00 AM-9:15 AM	8:00 AM-9:15 AM	8:00 AM-9:15 AM	8:10 AM-9:25 AM	8:00 AM-9:15 AM	8:00 AM-9:15 AM
9:30 AM-10:45 AM	9:30 AM-10:45 AM	9:30 AM-10:45 AM	9:35 AM-10:50 AM	9:25 AM-10:40 AM	9:30 AM-10:45 AM
11:00 AM-12:15 PM	11:00 AM-12:15 PM	11:00 AM-12:15 PM	11:00 AM-12:15 PM	10:50 AM-12:05 AM	11:00 AM-12:15 PM
12:30 PM-1:45 PM	12:30 PM-1:45 PM	12:30 PM-1:45 PM	12:25 PM-1:40 PM	12:15 PM-1:30 PM	12:30 PM-1:45 PM
2:00 PM-3:15 PM	2:00 PM-3:15 PM	2:00 PM-3:15 PM	1:50 PM-3:05 PM	1:40 PM-2:55 PM	2:00 PM-3:15 PM



Exceptions

- Specialized programs that traditionally do not follow standard times (e.g. Nursing, Manufacturing, etc.)
- To accommodate lab setup schedules
- Paired courses for cohorts or learning communities, on ground courses in particular
- To align with campus operational hours



What Will It Look Like?



Courses and CRNs

- Subject Codes
 - no more asterisk (PSY*, ENG*)
 - 3 or 4 characters
- Course Numbers
 - no more alpha character (G111, B101)
 - 4 digits
- CRNs Course Reference Numbers
 - 5 digits
 - First digit signifies semester
 - Fall: 12352, Winter: 20632, Spring: 41432, Summer: 50456

Fall 2023 Examples:

- ARTH 1010 12345
- CCS 1001 10345
- ENG 1020 10366
- HIST 1002 11355



Course Search Page

Browse Classes	
Enter Your Search Criteria Term: Fall 2023	
Campus	
Subject	
Course Number	
Instructional Methods	
Part Of Term	
Attribute	
Keyword	
Open Sections Only	
	Search Clear • Advanced Search



Course Search Results

CRN?	Campus Locatic	Subject	Course !	Section	Title	Instructional Method	Status	Credits	Instructor	Meeting Times	Attribute
11339	Manchester	PSY	1000	001	Personal Growth and Dev Lecture	LRON-Live Remote Online	30 of 30 seats	3	Dupille, Leonard (S M T W T F S 04:00 PM - 05:15 PM	Behavioral Science Liberal Arts Elective
11340	Middlesex	PSY	1003	001	Intro to Holistic Wellness Lecture	LRON-Live Remote Online	30 of 30 seats	3	Dupuis, Sheila R	S M T W T F S 02:00 PM - 03:15 PM	Behavioral Science Liberal Arts Elective
11341	Capital	PSY	1005	001	The Psych of Group Dynamics Lecture	TRAD-Classroom	30 of 30 seats	3	Rodriguez, Chied	S M T W T F S 09:30 AM - 12:00 PM	Behavioral Science Liberal Arts Elective
11342	Meriden	PSY	1005	002	The Psych of Group Dynamics Lecture	HYBR-Online and Classro	25 of 25 seats	3	Mahoney, Melissa	S M T W T F S 04:00 PM - 05:15 PM	Behavioral Science Liberal Arts Elective
10322	Manchester	PSY	1011	001	General Psychology I Lecture	TRAD-Classroom	30 of 30 seats	3	Goulet, Nicole (Pri	[S M T W T F S] 09:30 AM - 10:45 AM	Behavioral Science Liberal Arts Elective Social and Behavioral Science
10323	Manchester	PSY	1011	002	General Psychology I Lecture	TRAD-Classroom	30 of 30 seats	3	Pascucci, Anne L	S M T W T F S 02:00 PM - 03:15 PM	Behavioral Science Social and Behavioral Science Liberal Arts Elective

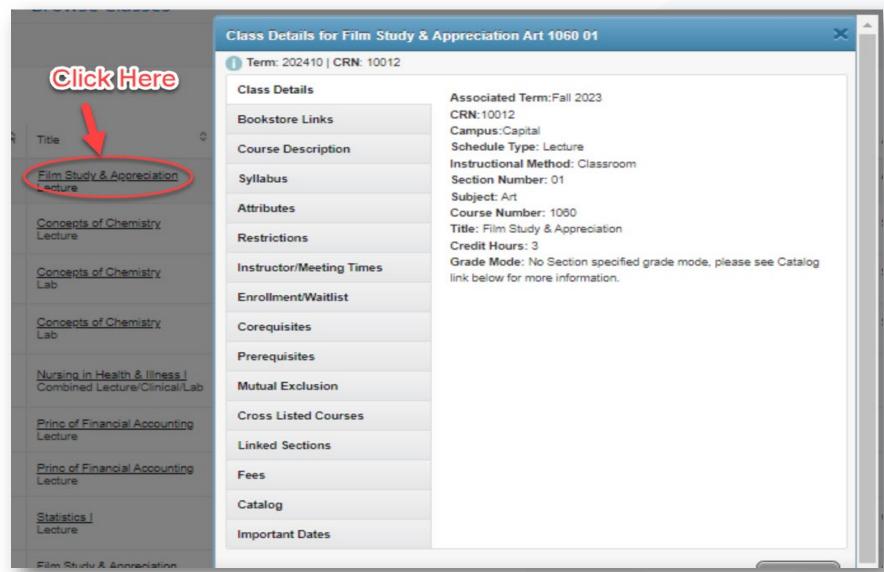


Course Search Results

339	Ma	PSY	1000	001	Personal Growth a Lecture	LRON-Live Remote	30 of 30 se	3	<u>Dupille, Leonar</u>	S M T W T F S 04:00 PM - 05:15	Behavioral Science Liberal Arts Elective
340	Mi	PSY	1003	001	Intro to Holistic We Lecture	LRON-Live Remote	30 of 30 se	3 S M T	Dunuis Sheila W T F S Class	S M T W T F S 02:00 PM - 03:15	Behavioral Science Liberal Arts Elective
								on: Satu			
341	Ca	PSY	1005	001	The Psych of Grou Lecture	TRAD-Classroom	30 of 30 se	Type: C	class g: Main Campus -	S T W T F S 09:30 AM - 12:00	Behavioral Science Liberal Arts Elective
342	Me	PSY	1005	002	The Psych of Grou Lecture	HYBR-Online and Cl	25 of 25 se		te: 08/29/2023 te: 12/18/2023 <u>Manoney_Wells</u>	S M T W T F S 04:00 PM - 05:15	Behavioral Science Liberal Arts Elective
322	Ma	PSY	1011	001	General Psycholo Lecture	TRAD-Classroom	30 of 30 se	3	Goulet, Nicole (S M T W T F S 09:30 AM - 10:45	Behavioral Science Liberal Arts Elective Social and Behavioral Science



Course Search Results





A Collaborative Approach to Scheduling

Rebecca Rist-Brown

Criminal Justice Program Coordinator MxCC

rristbrown@mxcc.edu



CT State Criminal Justice

Step #1: Create a list of what you NEED to offer for your program

Step #2: Analyze the enrollment data from last year (Fall 2022 to Fall 2023)

Step #3: Start with Online Classes

Step #4: Work on an LRON schedule

Step #5: Delegating Online and LRON classes to campuses

Step #6: Each campus creates on-ground class schedule

Step #7: Combine campus schedules into one document

Step #8: Send the draft to the Schedulers for Review:



ACME: The Alignment and Completion of Math and English

ACME Goal: To design and scale practices that maximize the probability that each Connecticut State Community College student will enter and complete gateway, college-level, transferable coursework in English and mathematics within one year, or 24 credits, of initial enrollment



English Scheduling

James Gentile jgentile@mcc.commnet.edu
Andrew Sottile asottile@mcc.commnet.edu
Coordinators, ACME English



23-24: Direct Placement Process

 GPA and comparable multiple measures (SAT, ACT, Accuplacer, etc.)

Course Level	GPA Ranges
ENG 1010	≥ 2.8
ENG 1010W	2.3-2.79
ENG 0930	2.0-2.29
ENG 0960	≤1.99

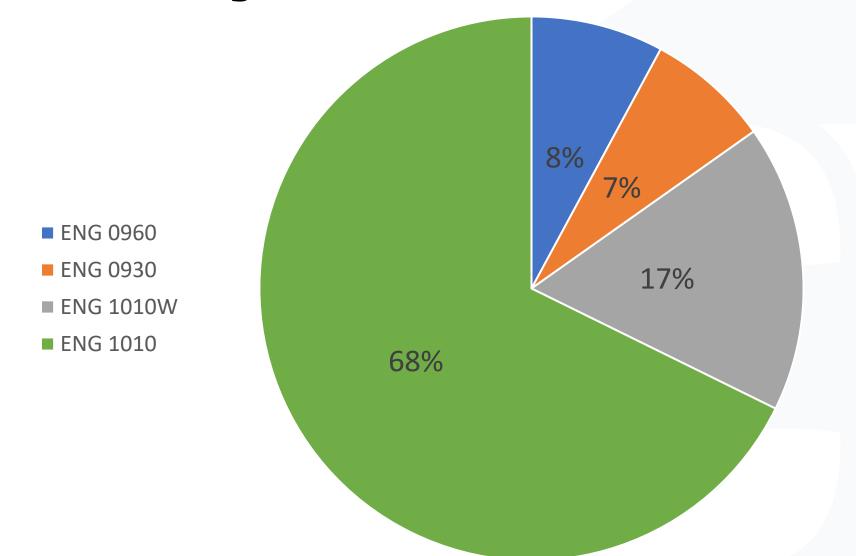


IR Review of Scheduling Needs

- Identified HS GPAs, as well as SAT scores, of Fa22 new firsttime students who registered for an ENG class.
- Estimated enrollments in each course based on Fa22 counts adjusted to reflect Fa23 campus-level enrollment projections.
- Estimated Fa22 core English seats from continuing and transfer-in to be about the same in Fa23, given course number conversions.
- Broke down campus needs by seats (note that CT State adopted a cohort model for ENG 1010/1010W).

Not all campuses recorded GPA, so estimates considered current distributions of offerings and other factors.

Fa23 Projected Seats - CT State





Scheduling Developmental and Corequisite English Courses

- Projected needs are sent to department chairs and/or coordinators.
- Schedule of 0960, 0930, 1010/1010W, and 1010 courses with full-time faculty assignments is proposed by chairs/coordinators.
- Computer classrooms, when available, are identified and recommended (priority to 1010W).
- Campus schedule for 0960, 0930, 1010/1010W is entered into Banner by Scheduling Team at CT State.



Scheduling of ENG 1010 and other ENG courses

- ENG 1010 courses will be scheduled locally at each campus.
- Courses above ENG 1010 (1020, 1030, 1080, and other genre, literature, and creative writing courses) were included in Fall 2022 "rollover" and will be sent to each campus for adjustment.
- We encourage the English SDC and Dean Baker to ensure a diverse, non-competitive schedule is developed.



Mathematics Scheduling

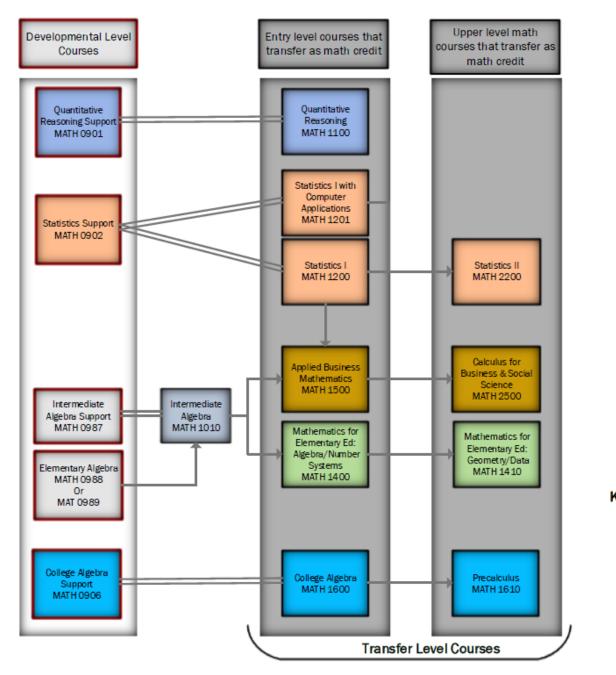
Debora Rimkus <u>drimkus@qvcc.commnet.edu</u>

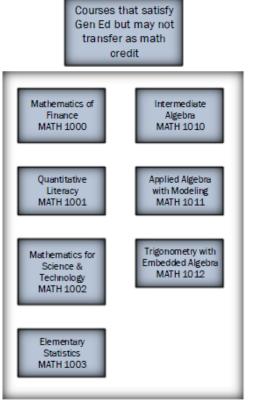
Andre Freeman <u>afreeman@capitalcc.edu</u>

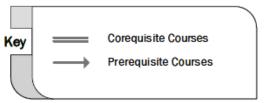
Coordinators, ACME Math



CT State Math Courses









ACME Phase-In Plan

Goal: Full implementation by fall 2025

Process: Gradual reduction of students in prerequisite developmental courses

Assessment: Ongoing collection of quantitative and qualitative data to measure progress towards student success and equity goals



Transitional/Intensive Level

- Stand-alone developmental education has been retained for the 2023-2024 academic year:
 - MATH 0988 Elementary Algebra Intensive (6 hour)
 - MATH 0989 Elementary Algebra Foundations (3 hour)
- Students will be placed initially by GPA and multiple measures will be used to place students in the highest course in which they are likely to be successful
- The fall 2022 schedule should be used as a guideline for determining the number of sections



Intermediate Algebra

- This course is being phased out over the next 2 years
- Offerings of Intermediate Algebra will be reduced to 2 to 4 sections per campus
- A few health career programs will still advise their students into this course temporarily for the next academic year. Students who failed the course may wish to retake it
- Students who previously placed into Intermediate Algebra will now place into the appropriate gateway math course with or without a corequisite support course as determined using multiple measures

Corequisite Support Courses

- Offered in a cohort model with the same students enrolled in both the corequisite support course and its paired college-level course
- Students who drop the corequisite support course must also drop the paired college-level course and enroll in a stand-alone college-level course
- Whenever possible, the same instructor will teach both the corequisite support course and the college-level course
- ONLN and OLCR modalities are not recommended for these courses

Linked Sections:

MATH 0901 → MATH 1100

MATH 0902 → MATH 1201

MATH 0902 → MATH 1200

MATH 0987 → MATH 1010

MATH 0906 → MATH 1600



Non-Transferable Math Courses

- Courses that meet associate degree math requirements but do not transfer as math credit to the CSUs (These courses may transfer as elective credit.)
 - MATH 1000 Mathematics of Finance
 - MATH 1001 Quantitative Literacy
 - MATH 1002 Mathematics for Science and Technology
 - MATH 1003 Elementary Statistics
 - MATH 1010 Intermediate Algebra
 - MATH 1011 Applied Algebra with Modeling*
- * MATH 1011 transfers to Central Connecticut University as math credit



Gateway, Transferable Courses

- Courses that fulfill math requirements at the CSUs
 - MATH 1100 Quantitative Reasoning (3 credits)
 - MATH 1200 Statistics I (3 credits)
 - MATH 1201 Statistics I with Computer Applications (4 credits)
 - MATH 1400 Mathematics for Elementary Education Algebra/Number Systems
 - MATH 1600 College Algebra (3 credits)

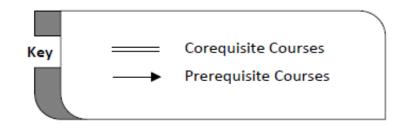


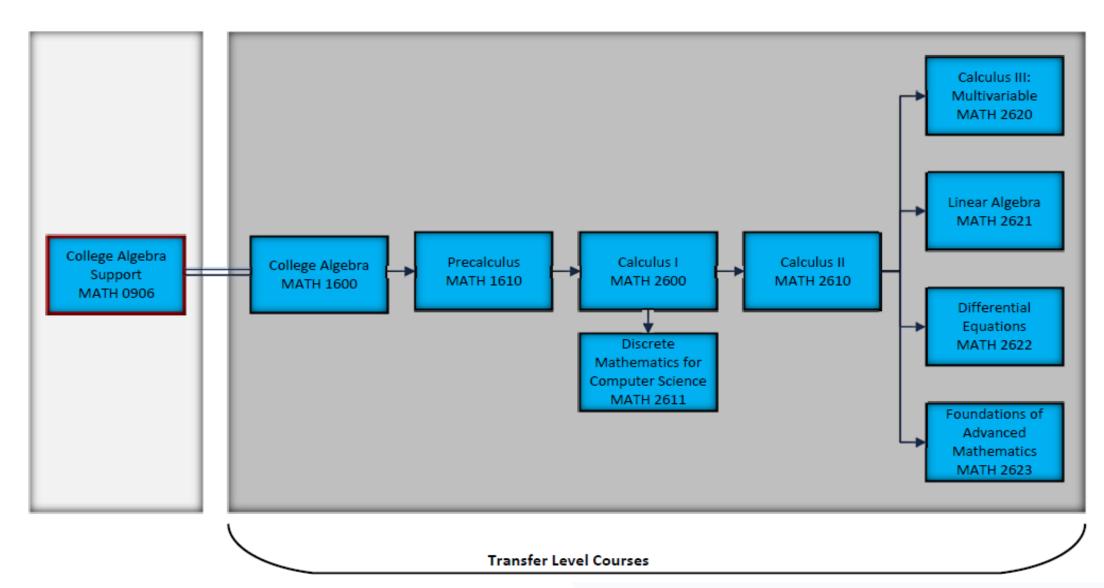
Pathway to Calculus

- Students with GPAs below 2.8 will be advised into prerequisite developmental education (MATH 0988 or MATH 0989)
- Intermediate Algebra has been removed
- All campuses will offer MATH 1600 College Algebra that may be paired with MATH 0906 College Algebra Support
- In the TAP Math Studies program, MATH 2623
 Foundations of Advanced Mathematics has been added as a required course



Pathway to Calculus





Live Q & A

Questions may be entered in the chat...

If you have any other questions after this webinar, feel free to email us:

CO-SchedulingSupport@ct.edu



CT STATE COMMUNITY COLLEGE