To: Jason Pickavance, Tom Hansen
From: Clifton Sanders
CC: Jeff Aird

Date: June 27, 2022

Re: Strategy #2: Deploy Strategic Course Scheduling

Charge for 2022-23

After reviewing this year's strategy/CWT charge (found on the CPC SharePoint site), and the recommendations from the year-end report, I have determined the charge for next year will include the following elements:

- Obtain and implement scheduling software suitable for scheduling optimization and analysis.
- Develop comprehensive and transparent scheduling handbook.
- Establish campus/site based goals for programs, and develop 8-week delivery models for suitable programs

You will be asked to present updates on your progress at the College Planning Council, Senior Leadership Team, and/or Executive Cabinet. At the conclusion of the year, please prepare a final short, written report on the work accomplished. This report will be submitted to the executive sponsor and Vice President Aird by ____. This will be the final report for this iteration of this strategic planning cycle.

Implementation Action Plan

Proposed Action (charge element)	Deliverable	Due By (date)	Assigned to (Person)
Acquire Scheduling software	Software installed and operational	December 2022	Katrina Green, Rachel Lewis, Jason Pickavance
Develop robust Scheduling Handbook	Handbook that demonstrates data-informed, student centric priorities and decision models	May 2023	Tom Hanson, Jason Pickavance, Katrina Green
Establish campus/site based goals, and 8 week delivery procedures	Documented campus/site-based scheduling plans and decision protocols. Plans for 8-week delivery for programs, coordinated with required Gen Ed	May 2023	Jason Pickavance, Tom Hanson