



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

Date: June 27, 2022

**Re: Strategy #2: Deploy Strategic Course Scheduling**

Thank you for your efforts to advance this strategy. Your 2021-22 strategy report contained a review of the strategy's background, how you approached the strategy, challenges encountered, and recommendations for continuing the work.

Key accomplishments this academic year include:

1. More robust reporting and updating to the Provost Office regarding key strategic scheduling parameters (fill rates, course closures, etc).
2. Successful implementation of College Scheduler and adjustments to preload schedules for specific programs.
3. Prototype handbook was developed and piloted by 5 academic schools to gain insight on processes such as 'Run/Cancel & Enrollment Management', 'Edits Process', etc.
4. Engagement with Business Process Analyst (Kelsey Pesta) who provided key framework to guide procedural flow.
5. Broadened stakeholder base for strategic planning, engaging students and relevant college support departments which provided key insights for scheduling planning and management.

I have reviewed the recommendations from the strategy report and provided a response to each in the table below.

Recommendation	Response
1. Adopt New Scheduling Software	This is in progress. It is especially important to emphasize software capability that provides enhanced analytics that provide decision support for classroom and site-based academic scheduling. Other uses of scheduling, albeit important, are lower priority for consideration of best solution for strategic scheduling

<p>2. Adopt a comprehensive and transparent scheduling handbook</p>	<p>It is important that the handbook be robust enough to drive scheduling practice throughout the college, resolve current anomalies in scheduling practice and preference, and leverage real time analysis for optimum scheduling.</p>
<p>3. Establish campus/site-based goals for programs</p>	<p>Support. Review national literature on 8-week course scheduling. Several SLCC AAS programs are currently designed to be implemented in 8-week blocks. These programs should be studied and recommendations made regarding scope and suitability for more SLCC programs</p>

## 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



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