**TO**: Jason Pickavance, Associate Provost; Tom Hanson, Social and Behavioral Sciences
**FROM**: Clifton Sanders, Provost for Academic Affairs
**CC**: Deneece Huftalin, President and Chair, College Planning Council Jeff Aird, VP
**Date**: August 2021
**RE**: Strategy #2: Deploy Strategic Scheduling

This memo is to officially appoint you as the 2020-2021 lead for Strategy #2: Deploy Strategic Scheduling. In this capacity, you both serve as the primary college leaders to ensure we successfully implement this strategy. This memo will provide a brief context and then review the expectations for the year. Please me know how I might be supportive to you in this role.

## Review of 2019-2021 Recommendations

The recommendations from the spring 2021 report were addressed in the provost response.

| Recommendation | Response |
|---|---|
| 1. Form permanent Strategic Scheduling Committee out of Provost Office | Support, under leadership of Associate Provost for Academic Operations. |
| 2. Push usage of Degree Works plans and College Scheduler to obtain better data | Support.  Also look at other tools and internal capacity to generate better data and analysis. |
| 3. Work with vendor to improve data from College Scheduler | Support. |
| 4. Give scheduling committee access to the dashboard so that committee can work with departments | Support—this is very important for the committee to be effective. |
| 5. Support campus/site-based approaches to scheduling. | Support.  Encourage to develop guidelines and site-specific objectives, targets, and procedures. |
| 6. Use low demand times as an opportunity to experiment. | Support. |

## Charge for 2021-2022

As the strategy lead, you are responsible for strategy implementation to include the following:

- Develop the scheduling committee to become a forum where scheduling data gets further synthesized and reported to the Provost office and Executive Cabinet.
- Continue to evolve the data we're gathering from DegreeWorks and College Scheduler.
- Create a Scheduling Handbook—a document that moves beyond our current practice of scheduling "guidelines" to create more clarity and consistency of approach, especially when it comes to following the bell schedule. The handbook should also provide more specific direction on how we schedule emerging sites where we're trying to grow enrollment.
- Work with SLCC's Business Process Analyst Kelsey Pesta to study the current process of building the class schedule with the goal of providing a set of recommendations for improvement.
- Engage stakeholders to ensure participation, collaboration, and clear communication.
- Maintain the internal communication with regular updates on the work accomplished. This should include a minimum of three written updates per academic year.

## Presenting and Reporting

You will be asked to present updates at planning council, senior leadership team, or cabinet meetings. You will also meet with me and the president at least once each semester to discuss strategy progress. We will discuss any presentation preparation needs once dates and topics are set.

At the conclusion of the year, you will need to provide a short-written report on the work accomplished. This report will be submitted to Vice President Aird on May 1, 2022.

Given our college value of collaboration, please consider engaging stakeholders as you advance this strategy. You might consider hosting 1-1 discussions, large or small forums, direct meetings, online discussions, or custom workshops.