

Common Process Outcomes & Recommendations Report

Common Process	Class Scheduling
Workshop Date	October 18 - 20, 2017
Submitted to Governance	August 6, 2018
Working Group Review & Acceptance	August 22, 2018
Steering Committee Review & Acceptance	

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1. Scope

The Class Scheduling value chain focuses on the Student Records module of the Campus Solutions pillar. The workshop included creating a new class schedule, rolling over the schedule from a prior term, and managing class data, attributes, and locations.

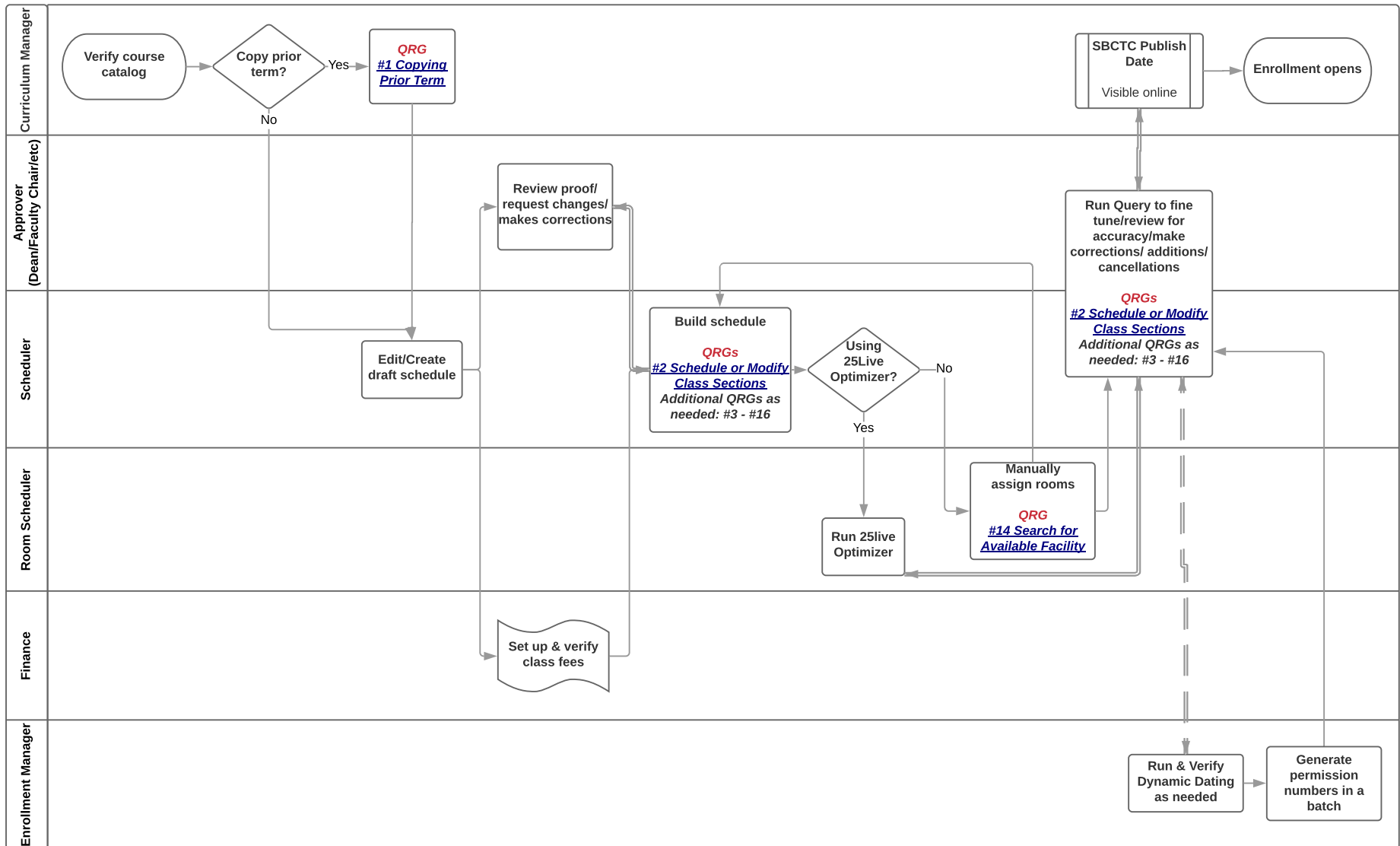
2. Participants

Workshop participants included **57** subjects-matter experts from

Bates	Edmonds	Peninsula	Spokane
Bellevue	Everett	Pierce College FS	Spokane Falls
Bellingham	Grays Harbor	Pierce College Puyallup	Tacoma
Big Bend	Green River	Renton	Walla Walla
Cascadia	Highline	Seattle Central	Wenatchee
Centralia	Lake Washington	Shoreline	Whatcom
Clark	Lower Columbia	Skagit Valley	Yakima
Clover Park	North Seattle	South Puget Sound	SBCTC Agency
Columbia Basin	Olympic	South Seattle	

This workshop was facilitated by Daniel Cordas and Beth Farley. We want to particularly thank Spokane Falls, Spokane Community College, and Tacoma Community College for their high level of engagement and expertise.

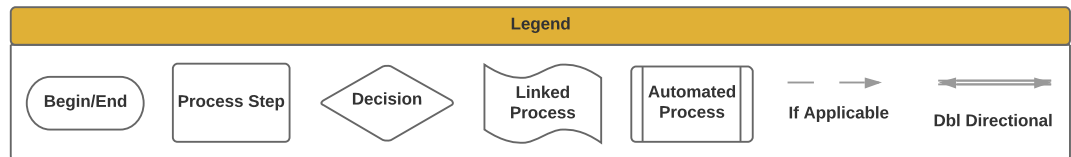
3. Common Process



Quick Reference Guides Key

1. [Copying the Prior Term](#)
2. [Schedule or Modify Class Sections](#)(New revised QRG)
3. [Defining Class Associations](#)
4. [Adding a Class Fee](#)
5. [Class Topics](#)
6. [Adding or Changing Course Attributes and Values on Classes](#)
7. [Scheduling a Class with Multiple Components](#)
8. [Modifying Class Section Components, Grading and Enrollment Requirements](#)
9. [Modify Classes Using the Schedule Class Meetings Page](#)
10. [Modifying Schedule Class Meetings](#)
11. [Creating Combined Sections](#)
12. [Viewing and Updating Class Enrollment Capacity and Status](#)
13. [Adding an Instructor](#)
14. [Search for Available Facility](#)
15. [Cancel Classes Using Schedule Class Meetings](#)
16. [Adding Textbook Information to a Class.](#)

***Making Class Updates** (Not a QRG - Guidelines for how & when to make course updates)



4. Recommendations

During this workshop, participants reached several agreements related to the Class Scheduling process. These recommendations and agreements include:

Need for Best-Practice Common Term Schedule Dates

During the Class Schedule workshop, the participants discussed the potential benefits of moving to common term schedule dates. The 'global' Publish Date setting is one element that will push toward common schedules. During the workshop, participants generally agreed that moving to a common schedule was not necessary, however participants recommended that SBCTC create a best-practice schedule template that works back from beginning of quarter and includes all the cutoffs and tasks that need to be completed in PeopleSoft.

Identify and Share Section # Best-Practices

Workshop participants discussed the potential for standardizing the codes used in the Section Number fields. After discussion, there was agreement that there was value in colleges maintaining local control over this field. However, participants did want to recommend that SBCTC identify and share best-practices for using this field to identify specific types of classes (N for Night class, R for rural, etc).

Annual Class Scheduling

During the workshop, participants discussed whether PeopleSoft functionality impacted existing efforts to move toward year-round scheduling. At the time, no significant concerns were raised. Participants thought further discussion of year-round scheduling was out of scope/not necessary for a Common Process. No further action is needed.

5. Voting Records

Voting to accept the developed Create Class Schedule Common Process was conducted by voice vote. Participants adopted the Create Class Schedule Process unanimously without dissent.

Executive Sponsor Joyce Loveday was present for the workshop presentation of final process and verbal approval.

The specific wording of the recommendations above were reviewed with all participants and the executive sponsor during the workshop.

6. Testing Records

Create Class Schedule Common Process Testing was successfully completed in TR1 in 2017.

Seven colleges participated in testing, and submitted 24 Quick Reference Guide (QRG) revisions in March 2018. Reviewing the feedback and making QRG revisions has been delayed due to ctLink project conversations regarding roles and responsibilities for updating QRG content and availability of resources due to BPFQ sessions.