

Steps for developing a comprehensive, multi-semester schedule of classes

1. Identify the Goal/Objective: Essentially, Deans, with the assistance of faculty, will schedule a full year's curriculum, including all course offering details, to be available in April for the following Summer, Fall, and Spring. This published schedule will allow students to select the full annual slate of classes for the entire year.
2. Identify the barriers, gaps, and problems.
3. Identify possible ways to resolve the issues in #2. Select the best solutions.
4. Identify benchmarks and timelines for implementation.
5. Develop a Gantt chart to illustrate the critical steps needed to illustrate the timeline to resolve each issue.

Existing concerns that need to be addressed:

1. Crosswalk between courses:
 - a. The equivalency of courses within same discipline, i.e. which math courses are equivalent in CC and MJC
 - b. Courses that can substitute one other to fulfil a GE criteria; e.g. which courses fulfil the critical reasoning criteria?
2. Process of clearing a student by a counsellor
3. Link between the schedule of classes and GP program plans that help students build a real, multi-semester schedule with actual class times in Starfish
4. Registration process so the students from one campus can enroll in a course available at another campus seamlessly

Functional expert teams

1. Department faculty and CIO from both campuses need to collaborate to establish crosswalk between courses - Lead - CIOs
2. Clearing the students by counselors - consultation among counselors to develop solutions - Lead - CSSOs
3. Connecting GP plans with schedule of classes - IT - Lead??
4. Develop a seamless registration process - Registrars from two campuses??

Overall Project Sponsor

Need to identify a project sponsor who will be responsible to set timelines and ensure the project moves forward

Fiscal support

Functional experts to establish budgets needed and run it with project sponsor