Office of Curriculum & Academic Scheduling

• Who Are We?
  • Reports to the Office of Academic Programs
  • Works in partnership with the colleges and departments to facilitate scheduling of academic classes

• What we do
  • Review curriculum and guide the approval processes
  • Oversee schedule production and assist when needed
  • Maintain the annual Course Catalog
  • Academic Calendar
  • Perform routine academic term processes
  • Submit various reports to Chancellor’s Office
  • Ensure policies and guidelines are followed for optimal room utilization.
  • Use Event Management Software (EMS) to analyze use of campus facilities monitoring efficiency

<table>
<thead>
<tr>
<th>Patrick Bungard</th>
<th>Ruth Landeros-Buffa</th>
<th>Maria Muñoz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:academicscheduling@csusb.edu">academicscheduling@csusb.edu</a></td>
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<tr>
<td>Find us at <a href="https://www.csusb.edu/academic-scheduling">https://www.csusb.edu/academic-scheduling</a></td>
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CourseLeaf Section Scheduler (CLSS)
Campus Value Added

- More intuitive, user friendly, and Searchable
- Validation of data standards
- Automatic support of campus policy
- Ease of entry
- Ease of reporting
- Transparency across departments
- Elimination of email process by using the Comments field
Validation/Guidelines/Rules

Checked in CLSS

Data entry

Scheduling Standards & Policy

Support SIS Integration

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Rule Validation

Total: 8  Completed: 8  Passed: 5  Failed: 3

- **Error**
  - No more than 40% of classes can meet during prime time
  - To ensure fair classroom usage, each scheduling unit can schedule no more than 40% of their non-lab, on-campus classes to meet during prime time (10a - 2p).
  - No more than 40% of classes can be in primetime – 50.0% (26/52)

- **Workflow**
  - Please try to balance your classes throughout the week
  - The number of TTh classes should roughly equal the number of MWF classes.
  - Tuesday/Monday Balance – 194.4% (35/18)

- **Warning**
  - Instructors cannot teach more than one offering at once
  - Has instructor conflict
Approving Exceptions via Workflow

Offering – CH 104-001 Introductory Chemistry

Offering Information

- Course: CH 104
- Section Title: Introductory Chemistry (Default Value)
- Section #: 001
- Credit Hrs.: 4
- Offering Type: Lecture
  - Link To: Multiple Laboratory offerings
- SIS ID: 42454
- Campus: Main Campus (Tuscaloosa)
- Inst. Method: Traditional
- Integ. Partner: eLearning
- Grade Mode: (Default Value)

Instructor

Shanlin Pan, David Nikles

Schedule

MWF 12pm-12:50pm; Th 5pm-6:20pm

Enrollment

- Maximum: 212
- Projected: 0
- Current: 212
- Prior: 208

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View by Distribution – “Heatmap”
Common Guidelines

- **Standard meeting patterns**
- **Time block usage** (e.g. no more than 15% of a department's sections can meet during any one given time slot)
- **Awkward meeting times** (e.g. those that don't offer sufficient time for students to move between classes)
- **Valid section numbers** (e.g. section numbers 1-10 must be on campus day time classes; section numbers 60-69 must be on campus night time classes)
- **Required fields** (e.g. the Maximum Enrollment field must be filled in and larger than 0)
Section Edit Screen

Edit Section – CHEM 100-0-1: Introduction to Calculus and C... (SIS ID: NEW)

Section Information

Title/Topic: Introduction to Calculus and Chem
Session: Regular Academic Session
Section #: 1
Campus: Evanston Campus
Credit Hrs: 1
Status: Active
Schedule Print: Yes
Consent: No Special Consent Required
Section Type: Lecture
Grade Mode: ABC Grading
Link To: Not linked to other sections
Cross-list With: Select section...

Section Attributes
None Selected

Course Attributes
None Assigned

Instructor
Takaishi, Shinya

Room
General Purpose Classroom

Schedule
TTh 11am-12:20pm

Save Section
## CourseLeaf Key Benefits

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<td>More accurate schedule</td>
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<tr>
<td>Student access to needed classes</td>
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<tr>
<td>Efficient use of classroom resources</td>
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<tr>
<td>Uphold scheduling guidelines</td>
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<tr>
<td>Efficient business process and analysis</td>
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<td>Transparency across departments</td>
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