

Office of Curriculum & Academic Scheduling

- Who Are We?

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Find us at <https://www.csusb.edu/academic-scheduling>

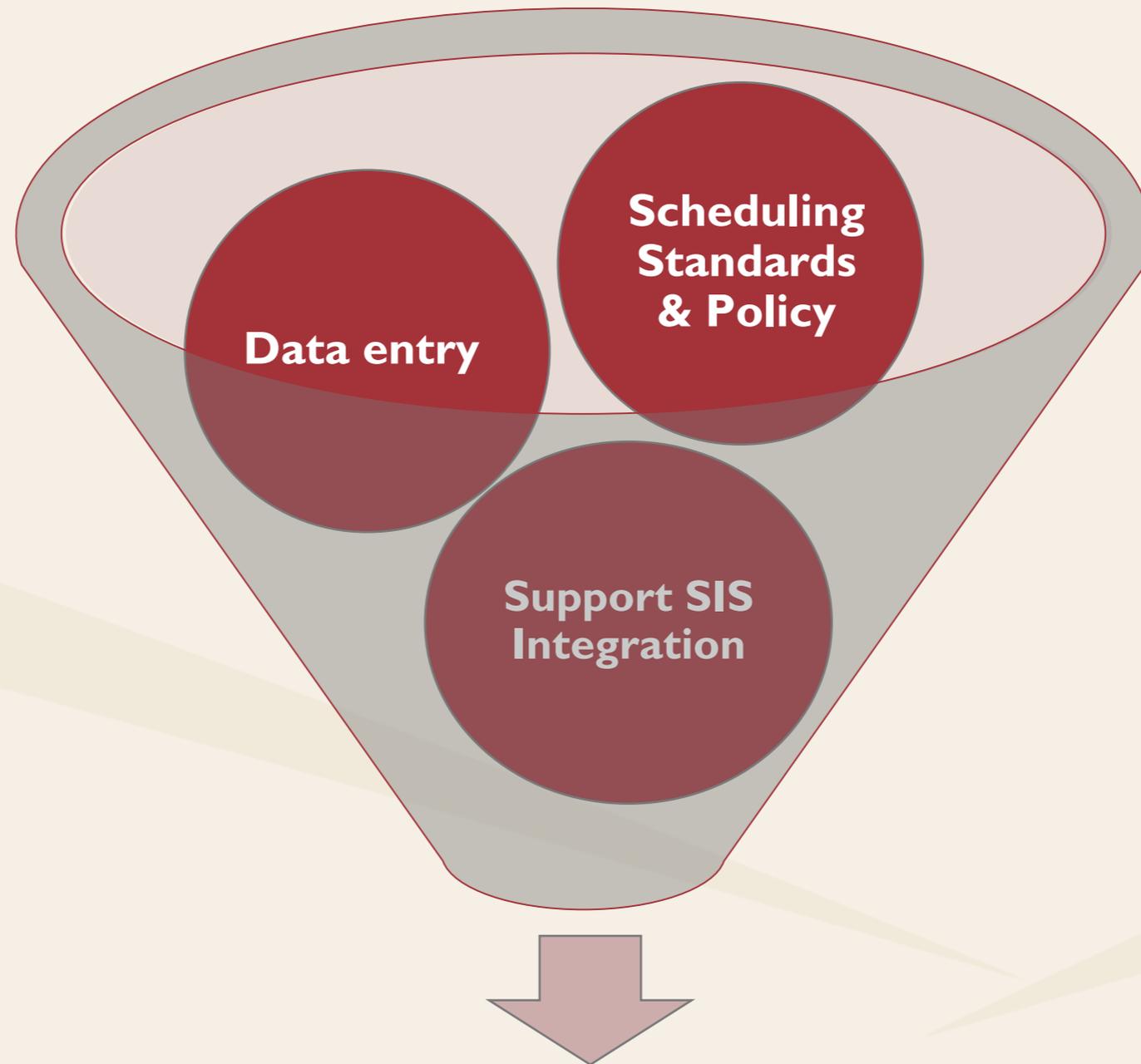
- Reports to the Office of Academic Programs
- Works in partnership with the colleges and departments to facilitate scheduling of academic classes
- What we do
 - Review curriculum and guide the approval processes
 - Oversee schedule production and assist when needed
 - Maintain the annual Course Catalog
 - 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

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

Rule Validation

Validate Rules
✕

Rule Validation Complete

Total: 8	Completed: 8	Passed: 5	Failed: 3
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- !
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)
- !
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)
- !
Instructors cannot teach more than one offering at once
 - [Has instructor conflict](#)

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⊘ Error
! Workflow
! Warning

Approving Exceptions via Workflow

PAGE REVIEW 

[Hide Changes](#) |
 [View Changes By: All Changes](#)

[Edit](#) |
 [Rollback](#) |
 [Approve](#)

Offering – CH 104-001 Introductory Chemistry

In Workflow
 1. [SchedulingAdministrator](#)

Offering Information

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

Instructor

Shanlin Pan ~~David Nikles~~

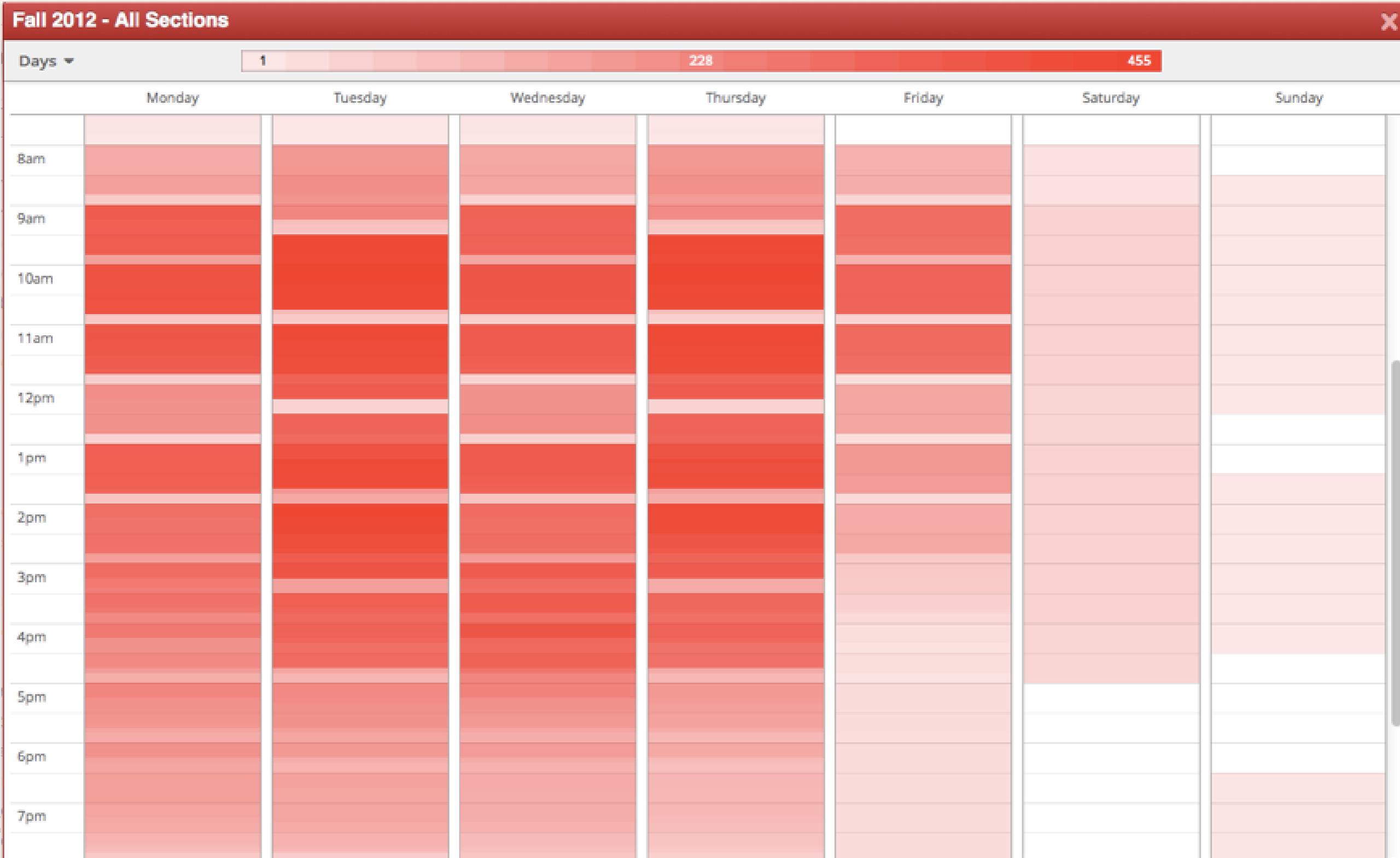
Schedule

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

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

Section Information

<p>Title/Topic <input type="text" value="Introduction to Calculus and Che"/></p> <p>Section # <input type="text" value="1"/></p> <p>Credit Hrs <input type="text" value="1"/></p> <p>Schedule Print <input type="text" value="Yes"/></p> <p>Section Type <input type="text" value="Lecture"/></p> <p>Link To <input type="text" value="Not linked to other sections"/></p>	<p>Session <input type="text" value="Regular Academic Session"/></p> <p>Campus <input type="text" value="Evanston Campus"/></p> <p>Status <input type="text" value="Active"/></p> <p>Consent <input type="text" value="No Special Consent Required"/></p> <p>Grade Mode <input type="text" value="ABC Grading"/></p> <p>Cross-list With <input type="text" value="Select section..."/></p>
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Section Attributes

None Selected

Course Attributes

None Assigned

Instructor	Room	Schedule
<input type="text" value="Takaishi, Shinya"/>	<input type="text" value="General Purpose Classroom"/>	<input type="text" value="TTh 11am-12:20pm"/>

🔧 Bridge Tools
✕ Close
✔ Save Section

CourseLeaf Key Benefits

CLSS

More accurate schedule

Student access to needed classes

Efficient use of classroom resources

Uphold scheduling guidelines

Efficient business process and analysis

Transparency across departments

Instant reporting

Upholding institutional guidelines/policy
