

SALT LAKE COMMUNITY COLLEGE

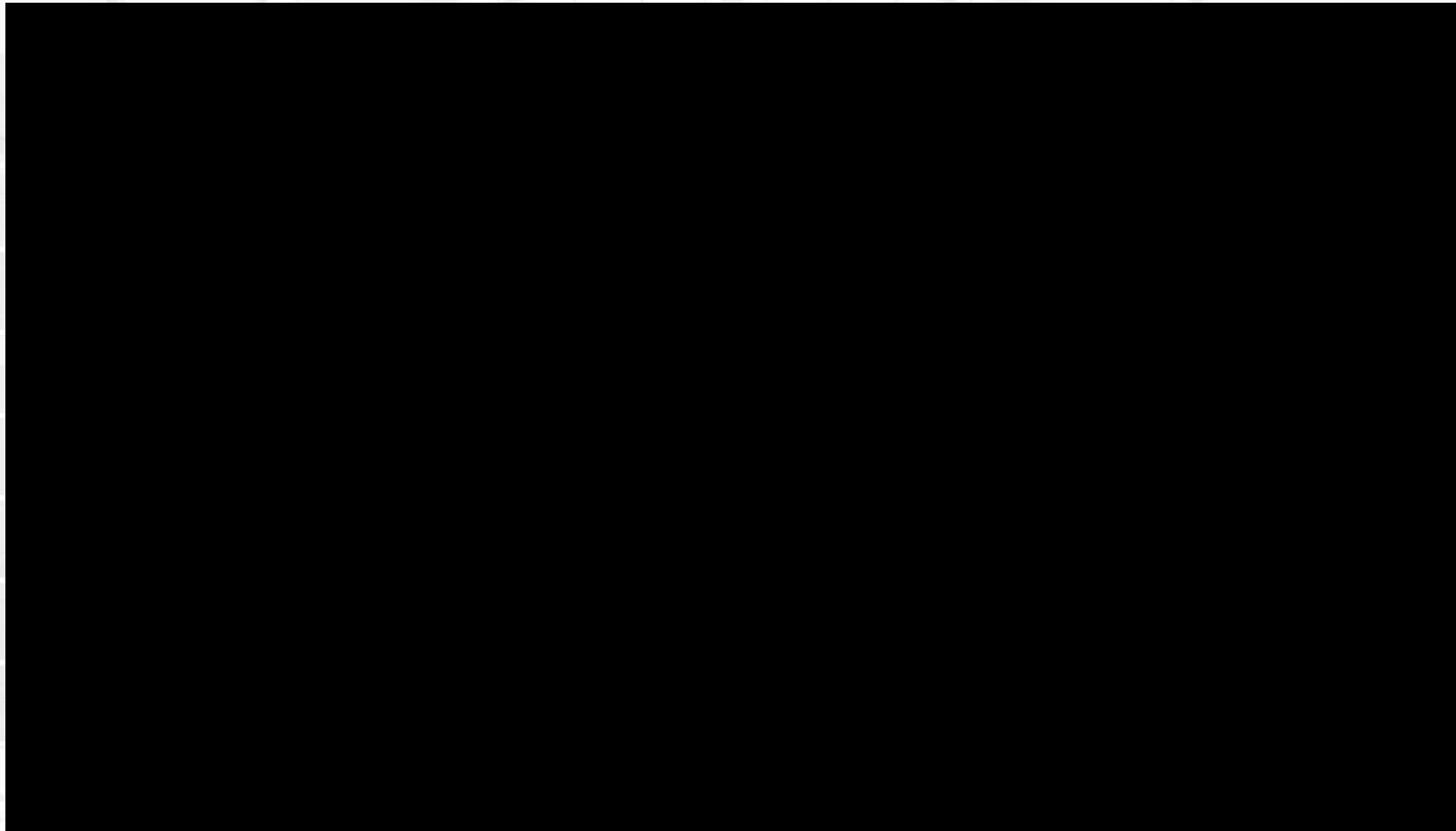
A College Wide Collaborative Course Scheduling Solution

WICHE-Academic Partnerships Conference

April 24th, 2025

11:30 am – 12:10 pm

A visual of our previous scheduling process



Previous Scheduling “Philosophy”

- Scheduling office was centralized, but not strategic or empowered
- Benefitted from high student demand
- Faculty preference driven
- Viewed as a process, and lacked an institutionally driven philosophy

What Changed?

- Post pandemic enrollment numbers
- Increased online offerings
- Increased scrutiny from the state level
- Increased competition in the higher education market
- Scheduling study

Academic Affairs New Scheduling Philosophy

- “...the class schedule is where the college most concretely realizes its promise of access to students” – Dr. Jason Pickavance, SLCC Interim Provost
- There is a need for strategic scheduling to be a foundational piece of many college wide strategies
- The provost office is willing to absorb short term lower enrollment numbers to commit to new schedule offerings, new programs and new campus locations

Founding of SLCC Strategic Scheduling Committee

- A committee is born.
 - Strategic Scheduling was elevated in Fall 2021 and codified as a "collaborative forum where data get further synthesized"
 - Enrollment management became integral to strategy
- Initial charge:
 - Engage stakeholders
 - Synthesize Data
 - Create a Scheduling Handbook
- Diverse membership ensured multiple perspectives
- Early successes set the foundation for future collaborative efforts

ACADEMIC SCHEDULING PRODUCTION SCHEDULE	
	2019 FALL
Roll Prep (Room & Contact Info)	Nov 1
Banner Schedule Roll and Clean Up Term	Nov 5
Email Divisions, Round I and Enrollment Analysis	Nov 8
Round 1 Deadline	Nov 30
Banner Data Entry by Scheduling Office (R1); SIAASGN for Instructor Changes	Dec 3 - 14
Email Divisions, Round II	Dec 17 - Jan 30
Round 2 Deadline	Jan 30
Banner Data Entry by Scheduling Office (R2); SIAASGN for Instructor Changes	Jan 31 - Feb 13
Email Divisions, Round III-Room Preferences	Feb 14 - 22
Round 3 Deadline	Feb 22
Email Divisions, New Curriculum -- call for new sections	Mar 5 - Mar 8
Fall, account for Curriculum Changes	Feb 19 - Mar 9
Courses Room in EMS	Mar 19
Schedule Finalized, Class Status Report to Divisions	Mar 26

Process

Schedule rolled and prepped by Scheduling Office.

Departmental Meetings
Create the first round of edits and *set the Academic Year's core schedule.*

Core Schedule Viewable to Students
No changes to Core Schedule after this Date.

Review Edit Round
Scheduling Office emails out call for edits to Departments

Final Round Edits Due

Submitted scheduling edits entered in to Banner by Scheduling Office

Status Reports begin to go out.

Full Schedule Viewable to Students

Academic Year 2025-26 Schedule Production Calendar		
Fall 2025	Spring 2026	Summer 2026
November 1, 2024	November 1, 2024	June 16, 2025
Departmental Meetings to plan the core schedule for all semesters will take place between November 2024 and February 2025		
March 3, 2025	March 3, 2025	August 11, 2025
March 3, 2025 ↓	April 14, 2025 ↓	July 1, 2025 ↓
March 21, 2025	May 2, 2025	July 25, 2025
03/24/25-3/28/25	05/02/25-05/16/25	07/25/25-08/08/25
March 31, 2025	May 19, 2025	August 11, 2025
March 3, 2025	May 19, 2025	August 11, 2025





Fall	Spring	Summer
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Students

New Student

Yes

No

Select All SLCC SLTC

Above Target

Current

22
Target

Daily Enrollment

● Current ● Target

Expected: 6.7
.....5.7.....

6.2

8.4

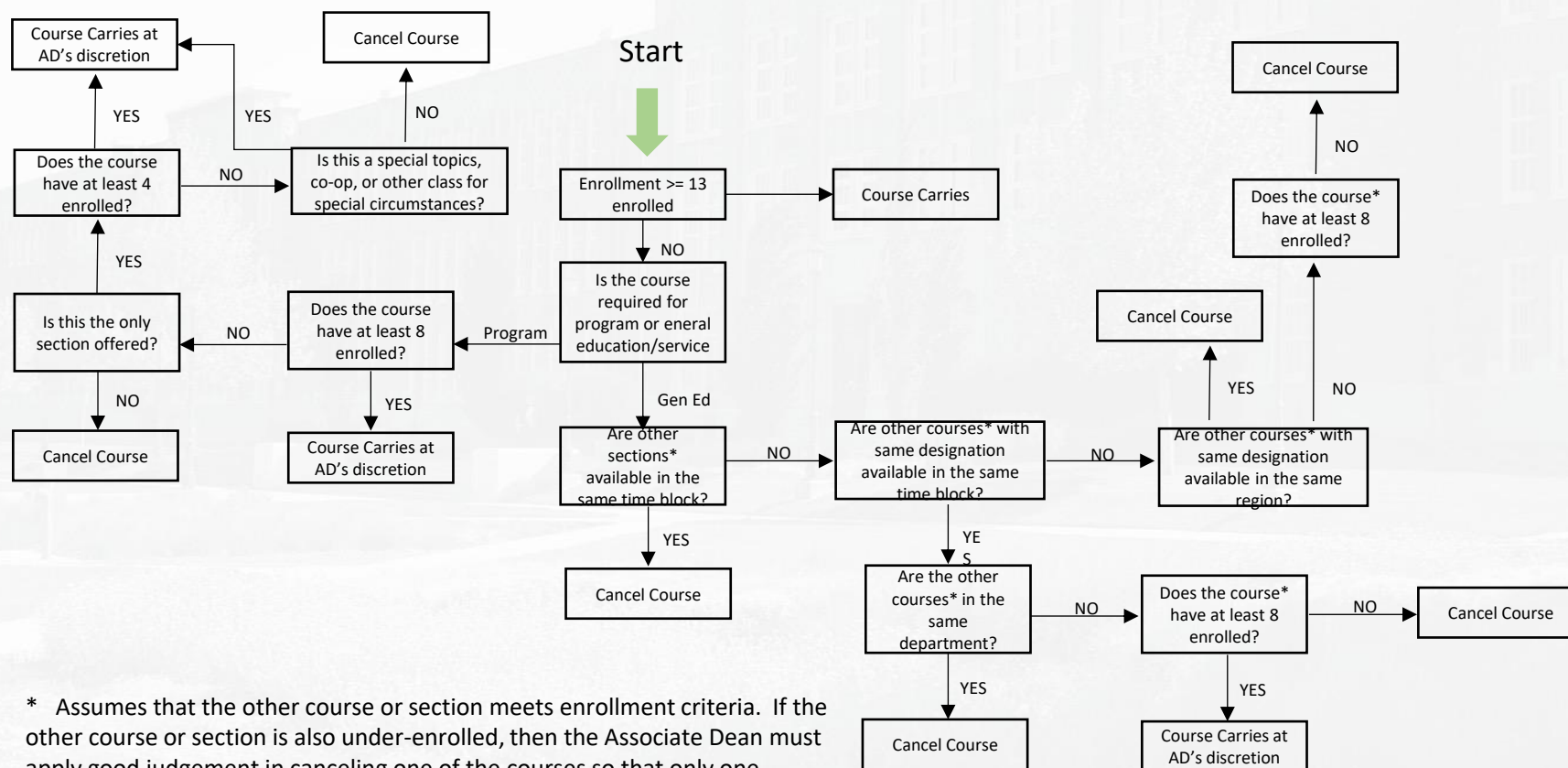
Term Start: 5/19/2025

Third Week: 6/2/2025

SLCC 

Dashboard

Low Enrollment Course Cancellation Decision Process



* Assumes that the other course or section meets enrollment criteria. If the other course or section is also under-enrolled, then the Associate Dean must apply good judgement in canceling one of the courses so that only one underenrolled class emerges from the decision process

** Refer to the definition of Time Block

*** Refer to the definition of regional campus

Cultural Shift at SLCC

- Strategic scheduling and enrollment management are prioritized across offices and departments.
- Consistent dialogue among stakeholders enhances overall enrollment strategy.
- The Scheduling Office has "more teeth," but administrative discretion and local knowledge are maintained.



Operationalization of the work

- Evolution of the committee
- Current examples of new work and process
 - Strategic management and collegewide practices
 - Schedules created an academic year at a time
 - Core Schedule built for timely completion of programs and fiscal stability of the college
 - Structure of the current committee
 - A shift from a data-driven process to a more curated scheduling that is data informed?
 - College shift from "push" to "pull"

Looking forward

- College's strategic planning
- Shifting perceptions on higher education
 - Students
 - Governing Bodies
- Utah State House Bill 265
 - Program prioritization
- Embedding scheduling into curriculum development
- Leveraging data analysis and AI to gauge student demand



Questions?
Feedback!
Suggestions.

Contact Information

Thomas Hanson
Associate Professor
tom.hanson@slcc.edu

David Brower
Scheduling Director
david.brower@slcc.edu