

## Timeline of Scheduling Events from AVPI Jessica Wojtysiak

Date	Event	Notes
10-Aug-22	FCDC Academy: Student Centered Scheduling Work Session facilitated by Wojtysiak & McCauley	Discussion of schedule-building timeline, deadlines, waitlist practices, and modalities to fit student demand.
26-Aug-22	FCDC: Spring Scheduling & Ad Astra : McCauley	Provided how to guides on how to find a room, how to access faculty rosters, how to get access to run cognos reports to support the scheduling process, how to read the new banner SAS's, and talked through many other scheduling topics.
6-Sep-22	Schedule Building Workshop	This series of optional workshops provided faculty chairs with schedule building support, including access to enrollment data (from OIE), course data (Ad Astra), Site-specific planning (BCSW, Rural, EC) and curriculum support. These sessions were staffed by members of our scheduling team, led by Denice McCauley, and included specific site representation (BCSW, Rural, etc.).
8-Sep-22	Schedule Building Workshop	
12-Sep-22	Schedule Building Workshop	
13-Sep-22	Schedule Building Workshop	
14-Sep-22	Schedule Building Workshop	
22-Sep-22	Schedule Building Workshop	
18-Nov-22	FCDC - Summer/Fall Scheduling practice	Started discussion of summer/fall scheduling much earlier than previous years, at the request of the faculty chairs.
30-Nov-23	Email from VP Rice	Outlined agreed upon Summer/Fall Scheduling goals discussed at previous FCDC.
9-Dec-22	Scheduling Discussion facilitated by McCauley/Wojtysiak	Similar to the FCDC August discussion for the spring semester, this discussion involved schedule-building timeline, deadlines, waitlist practices, and modalities to fit student demand.

Date	Event	Notes
16-Dec-22	Email from AVPI Wojtysiak sharing BCSW, Rural, Rising Scholars, and Early College summer/fall course needs.	This information was compiled before break at the request of FCDC, far earlier in the process than previous years. Scheduling Google Document providing all scheduling information, including room priority, parts of term dates, hour time block calculations, timelines and deadlines, as well as site-specific course information, in one page built and shared via this email.
9-Jan-23	Flew Week Ad Astra Training for Schedule Building	Provided to support faculty chairs in transition to Ad Astra.
11-Jan-23	Flew Week Ad Astra Training for Schedule Building	Provided to support faculty chairs in transition to Ad Astra.
10-Jan-23	FCDC Spring Academy: Scheduling Work Session Facilitated by Wojtysiak and McCauley	Shared new Scheduling Sharepoint Site for easy chair access to Scheduling references, Ad Astra transition and training. Engaged in discussion with chairs to get feedback about the trainings and identify ways to improve, assess need for additional trainings. Based upon chair concerns about Ad Astra use, we agreed to pilot one area in Ad Astra for the Spring (Behavioral Sciences) while all others continued to use google docs for spring schedule adjustments.
15-Jan-23	Email from Pam Boyles	

Date	Event	Notes
27-Jan-23	FCDC Scheduling Update	AVPI Wojtysiak announced promotion of additional scheduler to support chairs, option to use google sheets to submit summer/fall schedules for those chairs struggling to adopt Ad Astra, and facilitated discussion of data reflecting student demand for courses.
27-Jan-23	Ad Astra Schedule Building forum held right after FCDC	Supplemental training for those needing additional worktime and/or to support those who did not attend one of the flex training sessions.
31-Jan-23	Email from Denice McCauley offering to schedule 30 minute scheduling work sessions via zoom.	