

**Mohawk Valley Community College  
Recommendations, Actions, and Responses  
Scheduling System Design Team**

**Scheduling Recommendations**

**1. Streamline and simplify the college calendar**

- a) Eliminate the “Tuesday is a Monday” Fall Schedule.
- b) Consider a future calendar with a post-Labor Day start date.

**Action-** Because the 2011-12 calendar is already approved and published, the Academic team will guide a process to consider updating the calendar and forward calendar recommendations to Cabinet in 2011-12 for the next three years.

**2) Identify partners near campus and within our region to expand physical space capacity.**

**Action-**In 2011, classes and full cohorts are now being offered in: the Education Center in Cornhill, the Utica Public Library and the Stanley Theatre; the Cooperative Extension in Oriskany; Trinity Church in Booneville; and Adirondack High School in Booneville

**3) Maximize internet and hybrid course offerings**

**Action-**Internet and hybrid enrollment have been steadily growing; however, we have not yet maximized our potential. CIS: Microcomputer Applications Support has been added to the list of programs that allow for fully online completion. An additional 32 new courses have been developed. Action plans for 2011-12 include identifying additional full-programs we can add to our mix and a plan to develop key courses by invitation to trained faculty.

- 4) **Offer more evening, weekend, and internet courses** as demand builds for those classes, or to meet demand for oversubscribed courses.

**Action-**We have developed a weekend college which will commence in Fall 2011. It includes hybrid and on-ground course work. In addition, we have added additional Friday evening and Saturday courses to meet demand in lab sciences in particular. In 2010, we offered 5 unique courses on Saturdays and in 2011, we are offering 12 unique courses. There has been only modest growth in the number of online classes we are offering.

- 5) **Centers should work to coordinate their offerings to ensure that there are no conflicts between course offerings** for students following the recommended plan of study in academic programs.

**Action-**This has been an effective endeavor that continues to improve with practice.

- 6) **Ensure that online, evening, summer, and Rome sections are offered on a regular rotation.**

**Action-**The Director of Academic Systems is working with the Deans to ‘clean up’ offerings to create a more efficient schedule. This is a work in progress.

- 7) **Establish course schedules and offerings to make it possible for students to complete at least some degree programs through online only and evening only study.**

**Action-**On-going. The 2011-12 Academic Plan includes careful review of programs, in part to identify those programs that could be offered as indicated in this recommendation.

### **Scheduling System Technology**

8) **The College should purchase course scheduling software (such as Astra Schedule Suite).**

**Action-**In Fall 2011, the Director of Academic Systems is developing a 'homegrown' scheduling program for pilot use for Spring 2012. After the initial pilot, the system will be assessed and then put into full use, revised, or retired to be replaced by a commercial product.

9) **Implement a more robust Course Search that permits searching by a full range of day/time/ campus criteria.**

**Action-**Although not yet fully developed, students can now search, through the website by day and by campus.

10) **Present course search results in a student and advisor friendly manner. This includes: Consistent numbering of sections (i.e. 100= morning, 200=afternoon, R=Rome, 800=internet, a= A term, etc.)**

**Action-**No action has been taken as yet on this portion of the recommendations.

11) **Develop a more graphic presentation of the Wait List.** The Argos reports viewed by Deans, faculty and staff, should be presented in an accessible, graphic format.

**Action-**No action has been taken on this as yet.

12) **List notation for Fall and Spring Only courses on degree worksheets.**

**Action-**This function has been imported into DegreeWorks, but has not yet been implemented. It is scheduled to be launched during the 2011-12 academic year

### **“Packaged” degree programs for targeted audiences**

13) **Offer an accelerated packaged cohort program targeted toward working adults.**

**Action-**We are running a small pilot in Fall 2011 for a weekend cohort program at the Rome campus in Business Management.

14) **Start small**

**Action-**As above

15) **Provide adequate student support services**

**Action-**The Rome campus was selected for this pilot for the very reason that services are available routinely on an 'after 5' basis. We anticipate adding some virtual campus services to support this program as well, which will give us the opportunity to move the virtual campus planning ahead in synergy with the scheduling project.

16) **Set a clear minimum age limit** (suggested: 25 years)

**Action-**Although marketed to a more mature audience, we will not restrict by age.

17) **Establish guidelines in advance for advanced placement or alternative credit.**

**Action-**The Director for Academic Services is reviewing CLEP and Life Experience materials and processes for discussion and action at the Deans' meeting

**18) Make the workload at any given time manageable for a busy working adult.**

**Action-** The Weekend College, being piloted this Fall 2100, is modularized. Results will be assessed at the end of the semester and over the length of the program.

**19) Assign a dedicated employee to the accelerated program who can ensure its smooth process and success.**

**Action-** Will be considered in future years.

**20) Complete the design and establish the staffing and logistics of the cohort/accelerated program prior to marketing such a program.**

**Action-** Full communication, assessment and future planning will be part of all new program development. This commitment comes from post-planning discussions that indicated we did not include all of the groups we should have in our planning stages.

**21) Explore a full range of options for staffing the course offerings.**

**Action-** The Fall 2011 pilot and the program will be taught by a blend of full-time and adjunct faculty.