

August TT meeting:

TT break out sessions finalize fall semester schedule 1 year in advance

Output = 2 year schedule

June academic office:

Review strategic changes; prepare fall schedule 1 year in advance with strategic changes included for TTs to discuss at August meeting

May faculty meeting:

TT strategic changes announced to be considered for next year implementation

Fall semester TTs:

Meet for strategic, long term planning: adding/deleting courses, changing course format, etc.

Output = strategic changes

Fall academic office:

Early Oct: fall scheduling preferences to Kristen
Early Oct: fall buyouts to Rachel
Early Oct – Early Nov: Kristen enters fall schedule
Early Nov: fall schedule due

Spring academic office:

Mid April: spring scheduling preferences to Kristen
Mid April: spring buyouts to Rachel
Mid April – Early June: Kristen enters spring schedule
Early June: spring schedule due

Spring semester TTs:

Meet for strategic, long term planning: adding/deleting courses, changing course format, etc

Output = strategic changes

December faculty meeting:

TT strategic changes announced to be considered for next year implementation

January academic office:

Review strategic changes; prepare spring schedule 1 year in advance with strategic changes included for TTs to discuss at January meeting

January TT meeting:

TT break out sessions finalize spring semester schedule 1 year in advance

Output = 2 year schedule