College:

	Issues Regarding Best Practices
#	
1	TLM
2	Issues with data: accuracy,
	x-listed classes/stacked courses,
	access to reports, etc.
3	Fill rates
4	Wait lists
	% courses with Weekly, Daily, PA, AA, ISAs
5	# and % of classes below 35 (enrollment)
6	WSCH/FTEF
7	FTES/FTEF
8	FTES Cap
9	FTES Target
10	FTES generated/semester
11	Did you borrow FTES?
12	Contract issues
13	Compliance issues (such as TBA, repeatability
	Acreditation, Outside Agency Mandates)
14	Class caps; what and who makes them
15	Bottlenecks
16	Disproportionate impact
17	Classroom issues; outdated technology and
	room usage that doesn't work
18	who creates FTES target-when and how
19	college issue/hot spots (eg in-service)
20	audit issues (COR hours)
21	320 who? And when?
22	local manner in which FTEF and FTES are

	allocated and tracked
23	Is there an annual EM plan developed?
	by whom and when. Who monitors it?
	when are changes made
24	do departments have 2-year plans
25	Is Academic calendar appropriate?
26	Is your schedule development timeline effective?
27	How are ed plans integrated into schedule
	development?
28	How is student success measured and
	rewarded for departments?
29	Is there a block schedule matrix? What rules
	are followed in its use?
30	Other barriers or cultural issues that you need
	to contend with
31	Is the scheduling balanced in terms of days of
	the week courses are offered?
	(Day, night, online?)
32	Does your scheduling maximize use of your
	facilities (are Fridays utilized, weekends, sites)
33	Do you have a way of engaging conversation
	between equity committee, curiculum committee,
	and enrollment management committee?

Problem with your Schedule
Regarding Best Practices

What you Need to do to Fix the Problem	Who is Responsible to Help Make the Change