

## Concepts the College Considers when Scheduling Class

**Class Scheduling Philosophy:** The College strives to balance the educational needs of the district residents with the goal of maximizing space utilization.

**Course Size** – The number of students in a course. Course size is determined at the time a course is developed. Course development is prepared through the College’s Curriculum and Academic Policy Council. The number of students in a course depends on such factors as subject matter, type of course, equipment requirements, and space needs. The College offers courses from 1 student (Internship courses) to 35 students (General Education courses). Specific examples:

ENG 151 Composition 1 - 24 Students  
AMT 140 Automotive Engine Technology - 16 Students  
PHL 151 Introduction to Philosophy - 35 Students

**Course Schedule** – The College has over 200 different course meeting patterns. For example:

Tuesday/Thursday 8:00 am – 9:15 am  
Monday/Wednesday 8:00 am – 9:15 am  
Monday, Tuesday, Wednesday, Thursday 8:00 am – 8:50 am  
Thursday 6:15 pm – 10:05 pm  
Friday 9:00 am – 12:00 pm  
Friday 9:00 am – 3:50 pm  
Friday 5:00 pm – 9:00 pm

Course meeting times and days depend on numerous factors such as the number of contact hours the course is required to meet, course content, or the number of weeks which a course is scheduled. For example:

ENG 151 is 3 contact hours or 2,400 minutes. According to the Illinois Community College Board, 1 contact hour equals between 750 - 800 minutes. Therefore, ENG 151 could be scheduled as follows:

- 16 weeks 8:00 am – 9:15 am on Monday and Wednesday
- 16 weeks 6:30 pm – 9:15 pm on Wednesday (15 minute break per class)
- 8 weeks 8:00 am – 9:15 am on Friday (Blended class only meets once per week, the remainder of the work is completed online)

NAE 100 is a 9 contact hour class with a portion completed on campus and a portion off site in a clinical setting.

- 16 weeks 8:30 am – 4:00 pm on Fridays

**Classroom Fill Rates** – Ad Astra, the College’s space optimization program, tries to “right size” each course section to each classroom. Meaning, if a course has a maximum enrollment of 24, Ad Astra tries to find a classroom which holds 24 seats. However, that is not always possible due to available rooms or instructor preferences. In other words, a course of 24 students may have to be assigned to a room with 35 seats. The course is considered full, yet the room would not be considered full.

**Course Fill Rates** -The percent of seats taken in a course.

**Overall Fill Rates**

Fall 2012: 71% fill rate

Spring 2013: 71% fill rate

To clarify, for every course of 35, approximately 27 seats are filled.

**Online Fill Rates**

Fall 2012: 83% fill rate

Spring 2013: 89% fill rate

To clarify, in the Spring 2013 semester for every course of 24, approximately 21 seats are filled.

**Laboratory/Discussion Fill Rates**

Fall 2012: 75% fill rate

Spring 2013: 76% fill rate

To clarify, the College overloads its laboratory and discussion courses. A laboratory course of 24 students has 25 or more students.

**Time of Day Fill Rates**

**Weekend**

Fall 2012 54%

Spring 2012 52%

**Evening**

Fall 2012 57%

Spring 2013 59%

**Daytime**

Fall 2012 79%

Spring 2013 76%

In other words, students fill daytime courses more than any other time slot.

**Competing Interests** – Course scheduling is a very complicated, multiple part process. Credit courses such as Mathematics, English, Nursing and Automotive, are the first group of courses assigned classroom space for a semester. Next, non-credit courses such as Microsoft Outlook, Certified Welding Planner, and six Sigma classes are given room space for a semester. Then meeting space is required for administrators, faculty and staff, to conduct College business such as curriculum development, department meetings and division meetings. In addition, the College rents portions of the facility to community members and groups.

**Lab and Course Scheduling** – The College strives to have the lab component of a course align with the lecture component of a course. This means the lecture and lab will be scheduled sequentially. For example:

BIO 110 Introduction to Human Biology

Lecture: Tuesday/Thursday 7:30 am – 9:50 am (48 students or double section)

Lab: Tuesday 10:00 am – 12:50 pm (24 students) or Thursday 10:00 am – 12:50 pm (24 students)

CLM 101 Culinary Skills I Monday/Tuesday connects to Wednesday/Thursday CLM 102 Culinary Skills II. This combination is assigned to use the product prepared by students in CLM 101, in the CLM 102 class.

**Dedicated Space** – Some courses on campus require dedicated space. For example, Biology laboratory courses must be in a space specified for Biology laboratories, and Nursing laboratories must be in Nursing laboratories. While the College may have open classrooms, it cannot necessarily schedule some of the high demand classes such as Biology, Nursing, and Automotive, because they require dedicated space, which is currently full.