

Guidelines for Scheduling Classes

Department/Program Chairpersons are responsible for scheduling of both traditional and non-traditional instructional courses; creating additional sections; assigning, changing, or reassigning faculty rests with the appropriate Department/Program Chair. Deans are ultimately responsible for monitoring and managing the workloads of faculty and Department/Program Chairs within their respective Academic Divisions. The following guidelines for scheduling classes have been developed in order to ensure a positive learning environment for students and efficient and effective utilization of classroom space.

Centralized Course Scheduling Process

The growth in course offerings at STC has made it necessary to establish a centralized course scheduling process. The scheduling process for traditional courses will be managed and monitored by the Curriculum, Planning & Compliance Department. Dual credit scheduling is managed by the Director of Dual Credit Scheduling and Enrollment Services. This process will be in place for all STC campuses and any future teaching sites. Scheduling Specialists at the Curriculum, Planning & Compliance Department will be the authorized individuals to enter courses and classroom assignments into the Banner system, as provided by the Department/Program Chairs, according to the Classroom Distribution List established for each Campus. At such time when the initial schedules for each semester are completed, and additional courses are added, the Scheduling Specialists will assist the Department/Program Chairs in locating appropriate available classrooms. In this process, Campus Administrators will play an important role by providing advice regarding the classroom usage at their campus.

General Scheduling Guidelines

1. Each course that is scheduled must be in the current course inventory.
2. If a course is in neither the ACGM nor the WECM, then it can only be scheduled if a Unique Need, Local Needs or Special Topics application has been approved by the Texas Higher Education Coordinating Board (THECB).
3. Only Department/Program Chairs and Deans may submit course schedules to the Scheduling Specialists. Co-Chairs need approval from the appropriate Chair and/or Dean if they are to schedule classes. Scheduling requests can be submitted via an excel file or an email to the Scheduling Specialists. The Associate Vice President for Dual Credit Programs and School District Partnerships will submit the schedule for Dual Credit and Academy courses.
5. Each course that is scheduled must include all the details (course modality, part of term, etc.).
6. Each course that is scheduled must have a location and time assigned in order to comply with the international student regulations. The exceptions to this rule include online and external learning experiences.
6. Each course that is scheduled must be offered to:
 - Serve the entire College District; and
 - Meet the sequence of course offerings published in the college catalog.
7. The schedule should be created by analyzing past patterns of classes that made and did not make, using data obtained through any of the college's approved systems, such as Argos and the Banner system. The proposed schedule should provide for expected growth at all campuses, sites, and instructional mediums throughout the College's two-county service district.

First Review Procedures

Schedule Roll

When the schedule is rolled for each term, the course schedule is copied from the same previously offered term (i.e. Spring to Spring). In preparation for the schedule roll, the part of terms from the previous offered term are reviewed and new dates are drafted to align with the academic calendar for the specific term. The start date, end date, and number of weeks is verified and are reviewed to ensure there is no overlapping with other regular terms. The drafted session calendar for all part of terms is reviewed by the respective department/program chairs and the Director of Dual Credit Scheduling and Enrollment Services to confirm acceptable dates of the part of terms. Next, the Director of Student Financial Services reviews that the part of terms are in compliance with federal aid regulations. Finally, the Coordinator of Compliance reviews and creates the part of terms in the Banner system to include start/end dates, census date, last day to withdraw, and reinstatement dates. Thereafter, the Curriculum, Planning & Compliance

Department will roll the schedule and prepare the course schedules files to be shared with Division Deans for distribution to Department/Program Chairs. The course schedules are processed according to the timelines below.

Timelines

1. The schedules are pulled from Banner according to the following schedule:

Term	Roll Schedule	Tentative Deadline for 1st Review
Spring Schedule	May	June 30th
Summer Schedule	September	September 30th
Fall Schedule	December	January 31st

Minimesters

South Texas College offers minimester classes during the Fall, Spring, and Summer that range from 3 weeks to 14 weeks. Minimester sessions previously offered that are not utilized or approved to be offered temporarily will be removed. Department/Program Chairs requiring a minimester for dates and number of weeks not already offered are required to submit a memorandum to the Curriculum, Planning & Compliance Department and must include a substantive justification for the request of a new minimester. The request is reviewed and forwarded to the Associate Vice President for Academic Success & Advancement and the Division Dean for approval. Upon approval, the request is reviewed by the Director of Student Financial Services and the Coordinator of Compliance to ensure the dates are in compliance with federal regulations and for the creation of the minimester. The Department/Program Chair is notified once the part of term has been created so that they can proceed with submitting their scheduling request to the Scheduling Specialists at the Curriculum, Planning & Compliance Department. All requests for a new minimester must be received and approved before registration begins for the requested term.

Submission Guidelines

The entire schedule submitted by the Chair to the Scheduling Specialists must:

- Be submitted by the deadline. First review deadlines are communicated to the deans and chairs via email;
- Include a classroom assignment for **all campuses**, according to the pre-assigned Classroom Distribution List;
- Be balanced between primetime, non-primetime, and weekends;
- Have the approval of the Associate Vice President for Dual Credit Programs & School District Partnerships for all dual courses;
- Be scheduled according to the Uniform Class Times. The following exceptions may be allowed depending on the availability of facilities and class time offering:
 - Courses taught at the Technology, NAH and Starr County campus. (Note: The Office of Curriculum, Planning & Compliance will evaluate the impact of these offerings on other class offerings within the same campus to minimize conflicts.)
 - Courses that fall outside the hours of 8:00 am – 4:00 pm during the weekday and anytime on the weekends.
 - Courses offered in external facilities.
 - Courses offered in specialized classrooms in which no other department may be able to utilize. These include:
 - Culinary kitchen
 - Science labs
 - Classrooms with specialized equipment
 - Grant-funded classrooms
 - Courses offered as Guided Self-Studies (GSS) / Independent Study (IS) and any other non-traditional delivery of instruction.

Any exceptions to the Uniform Class Times that do not fall within the conditions listed above must have prior approval from the Associate Vice President for Academic Success & Advancement and Division Dean. Approved exceptions are only valid for the semester requested.

The Uniform Class Times have been established to comply with the Texas Higher Education Coordinating Board (THECB) guidelines which define a contact hour as a time unit of instruction consisting of 60 minutes, of which 50 minutes must be direct instruction. This allows for a 10-minute break for each instructional hour. While the institution’s uniform class times accommodate these breaks to support effective instruction and student well-being, some instructional programs may utilize the entire instructional hour to comply with programmatic state and/or licensing requirements.

The Scheduling Specialist will conduct course schedule audits to ensure accuracy in scheduling data and compliance with instructional time.

All online courses offered must have been approved for online instruction and staffed with certified online faculty. To ensure compliance with SACSCOC and THECB allowable percentages for online degrees, the Dean for Digital Learning will review the schedule of online and hybrid offerings and may request changes accordingly.

The Classroom Distribution List will be adhered to by the Scheduling Specialists for any courses scheduled prior to the deadlines listed above. After the deadlines, courses submitted without room assignments will be assigned to any available room, if no rooms are available from the department’s assigned classrooms. The Scheduling Specialists will attempt to schedule in rooms from the same Division whenever possible. Starting three (3) months prior to the start of a semester, courses for which room assignments are not available (TBA’s) will not be added to the schedule.

Expanded Meeting Times

Department chairs should utilize the Expanded Meeting Times found in Appendix F in order to meet the required contact hours for courses scheduled once-a-week. The Expanded Meeting Times document is updated annually in alignment with the STC board-approved Academic Calendar. For assistance with a calculation of the instructional time, you may contact the scheduling staff at the Curriculum, Planning & Compliance office.

The Section Codes/Numbers, and Uniform Class Times including Expanded Meeting Times, can be found in the appendix area (Appendix E – F.)

Guidelines for Class Maximums Instructional Efficiency

1. All classes requiring the use of a classroom will have class maximums set to the room capacity figures established by the Facilities Department; exceptions are noted below. Room capacity figures are established by the available furniture in the classroom and are aligned to municipal Fire Code restrictions. By default, course sections will be set at the **approved cap**, as noted below. Increasing the cap to the **allow to enroll up to** will be at the department chair’s request.

Exceptions include the following:

Discipline	Approved Cap	Allow to enroll up to
ARTS 1301, ARTS 1303, ARTS 1304 in G-115 (Weslaco)	30	30
ARTS 2313, ARTS 2333, ARTS 2348, ARTS 2356	16	16
AUMT 1201, 1407, 1410, 1416, 1419, 2417, 2421, 2425, 2434, 2313, 1345, 1267, 1316, 2266, 2267	15	15
AUMT 1266	14	14
CDEC 1313, CDEC 1319, CDEC 1321, CDEC 1323, CDEC 1358, CDEC 1356, CDEC 1359, CDEC 2326, CDEC 2328, CDEC 2336, CDEC 2307	24	24

CDEC 1167, 2166, 2167	20	20
CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425	24	24
CSFH 0101	24	24
CSIR 1355	15	15
DEMR 1401, DEMR 1405, DEMR 1410, DEMR 1229, DEMR 1442, DEMR 2432, DEMR 1416, DEMR 1323, DEMR 1417, DEMR 1230, DEMR 1303	16	16
DEMR 1266	14	14
Developmental English, Developmental Reading	22	24
Developmental Mathematics	30	30
DRAM 1330	20	22
DRAM 1351, DRAM 1352	24	26
DRAM 1120, DRAM 1121, DRAM 2120	8	8
EDUC 2301, EDUC 1301	24	26
ELMT 1411	14	14
ELPT 1429, ELPT 1419, ELPT 1411, ELPT 1420, ELPT 1445, ELPT 1357, ELPT 2319	14	14
ELPT 1325, ELPT 2325	18	18
ENGL 1301, ENGL 1302	22	24
HART 1401, HART 1407, HART 1410	14	14
Kinesiology Courses	Dependent on facility	
MUAP -Applied Courses	1	10
MUEN -Ensemble Courses (Small)	5	10
MUEN -Ensemble Band & Choir Courses (Large)	10	25
MUSI -Guitar Class	5	Room Cap
MUSI -Piano Class	Dependent on facility	16
SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321	24	25
SPAN 1411, SPAN 1412	24	25
TECA 1303, TECA 1311, TECA 1318, TECA 1354	24	24
WIND 2359	14	14

- Registration overrides to the class maximums are discouraged. If overrides are approved, it is the responsibility of the Chair and Dean to ensure that the overrides do not result in course attendance/enrollment that exceeds the capacity of the room or violation of fire codes.

3. Class sizes for exceptions will be reverted back to their approved caps the day before census date for the report on instructional efficiency.

Discipline	Approved Cap	Allow to enroll up to
Online classes	25	28

4. A week prior the start of the semester, the Office of Curriculum Planning & Compliance will send an email to the Department/Program Chairs reminding them of the blanket approval to increase online class capacities to 32.

Exceptions include the following:

Discipline-Online courses	Approved Cap	Allow to enroll up to
CDEC 1167, CDEC 2166, CDEC 2167	20	20
Developmental English, Developmental Reading	22	24
EDUC 2301, EDUC 1301	24	26
ELPT 1325, ELPT 2325	28	28
ENGL 1301, ENGL 1302	20	22
<ul style="list-style-type: none"> • ENGL/INRW Corequisite Sections 	20	22
SPAN 1411, SPAN 1412	20	22

Discipline-Hybrid courses	Approved Cap	Allow to enroll up to
AUMT 1201, 1407, 1410, 1416, 1419, 2417, 2421, 2425, 2434, 2313, 1345, 1267, 1316, 2266, 2267	15	15
AUMT 1266	14	14
CSIR 1355	15	15
DEMR 1401, DEMR 1405, DEMR 1410, DEMR 1229, DEMR 1442, DEMR 2432, DEMR 1416, DEMR 1323, DEMR 1417, DEMR 1230, DEMR 1303	16	16
DEMR 1266	14	14
ELPT 1429, ELPT 1419, ELPT 1411, ELPT 1420, ELPT 1445, ELPT 1357, ELPT 2319, ELPT 2437	14	14
ELMT 1411	14	14
HART 1401, HART 1407, HART 1410, HART 2431, HART 1445, HART 2445, HART 2438, HART 2441, HART 2442, HART 2434	14	14
WIND 2359	14	14

4. Rooms with a capacity larger than 60 will be limited to 60 students, unless specifically set by the Chair of the department.
5. Any other exceptions to these guidelines must have written approval of the appropriate Division Dean and the Associate Vice President for Academic Success & Advancement.

6. Dual credit classes taught at the high schools by STC Faculty will be determined by the fire code limit of the classrooms at each high school, not to exceed 25 students per class. Classes with more than 25 students will result in additional compensation for the faculty based on the established formula.
7. Allied Health class size maximums may be set at numbers lower than 25 or the classroom capacity when required by Professional Accreditation Standards.

Nursing & Allied Health Programs			
Program	Theory Class Size	Skills Theory Class Size	Lab Class Size
EMT	30	30	10
HMAS	24	n/a	20
HITT 1305	30	n/a	n/a
MAT	16	16	16
OTA	25 Hybrid Classes	20	10
PTCA	20	20	10
PHARM	30	n/a	10
PTA	20	20	10
RADT	22	22	10
RESP	30	20	10
VN	30	20	10
Associate Degree Nursing			
Program	Theory Class Size	Lab Class Size	
RNSG 1140	30	30	
RNSG 1144	30	10	
RNSG 1205	30	10	
RNSG 1209	30	n/a	
RNSG 1301	30	n/a	
RNSG 1341	30	n/a	
RNSG 1343	30	n/a	
RNSG 1412	30	n/a	
RNSG 1417	30	30	
RNSG 1513	30	n/a	
RNSG 2213	30	30	
RNSG 2221	40	n/a	
RNSG 2331	40	40	