

5.1.5. OFTC Internal Schedule Development Procedure

Schedule of Classes

A specific listing of courses offered each term may be accessed on the Oconee Fall Line Technical College (OFTC) web site.

Class Schedules

Courses may be offered at any time during the day or evening including weekends for special groups. Typically, courses are offered Monday through Thursday 8:00 a.m.– 10:00 p.m. and on Fridays from 8:00 a.m. until 1:00 p.m.

Each student's actual schedule may vary according to the program selected and whether the student is attending on a full-time or part-time basis.

Trades and Industrial courses and Cosmetology courses may be scheduled concurrently with four courses typically within a four-hour period of time. (i.e. 8 a.m. – 12 noon; 12:30 p.m. – 4:30 p.m., 6:00 p.m. – 10:00 p.m.)

Allied Health clinical courses are scheduled to meet the needs of the program. Faculty may not be assigned to every hour of a clinical course. Clinical coordinators or adjuncts may be assigned to clinical sites, and several faculty members may be assigned to clinical courses.

Types of Delivery

Traditional

These courses are assigned to an instructor and to a classroom for every contact hour.

Concurrent Courses

Typically, the courses in the Cosmetology program and Trade and Industrial programs are assigned to an instructor and to a classroom/lab for every contact hour. However, students may work at their own pace through guidance from their instructor.

Distance Education via Video-Conferencing

Courses offered traditionally on one campus are offered on other campuses using a video conferencing system. A proctor is assigned to the class where the faculty member is not present.

Online

These courses are taught using the Internet with the bulk of the course content, activities and interactions occurring online. The maximum number of students enrolled in an online course will be 30.

Web-enhanced

These courses are traditional classroom courses that use Blackboard and/or the Internet as an important component of the course. The web-based component of the course supports classroom instruction and may require students to use the Internet in order to interact with one another and the instructor to review content, do research, complete and/or submit assignments, or take tests.

Hybrid

These courses are taught partially via the Internet and partially via the classroom. Hybrid courses differ from web-based courses in that hybrid courses are not assigned to a classroom for every contact hour described in the course catalog. If a course is coded as K1, the course would be taught 50% face-to-face and 50% online. If the course is coded as K2, the course would be taught 60% face-to-face and 40% online.

Linked Courses

Courses may be linked if the course is being offered traditionally and hybrid or online. One faculty member would be assigned to the linked course. The Deans for Academic Affairs and VP for Academic Affairs will determine when classes should be linked based on enrollment.

Instructional Business Hours

Normal business hours are from 8:00 a.m. until 10:00 p.m., Monday through Thursday and from 8:00 a.m. until 1:00 p.m. on Friday. Commercial Truck Driving and dual enrollment classes may be scheduled during alternate times.

Schedule Development

Adjustments to the annual schedule may be made each semester to suit the needs of OFTC and the students. The Vice President of Academic Affairs and the Deans for Academic Affairs, in coordination with the program division chairs and faculty, develop the schedule of classes each semester and submit the schedule to the Instructional Coordinators on the South and North Campuses who enter the courses in BANNER. The Coordinator submits the schedule to the respective Dean for Academic Affairs and/or the Vice President of Academic Affairs for approval. Changes to the schedule at this point should be limited to class cancellations or minor changes in times, classrooms or faculty assignments and must be approved by the respective Dean for Academic Affairs or the Vice President of Academic Affairs. The respective Deans for Academic Affairs or Vice President of Academic Affairs will approve overrides in maximum enrollment per course.

The schedule for each semester will be updated by full-time faculty and division chairs and sent to the Deans for Academic Affairs and the Vice President of Academic Affairs for approval. The Deans and/or VPAA will send schedules to the respective Instructional Coordinators to input the schedule into BANNER prior to Advanced Registration. Only instructors assigned to actually instruct the course will be assigned to the roster. The course rosters will be available to Division Chairs and Deans via BANNER reports.

Class Cancellation Procedures

The Deans for Academic Affairs, division chairs, and the Vice President for Academic Affairs will meet prior to the start of the term to determine which classes need to be closed, canceled, or split. Ideally, the minimum number of students enrolled in a course should be at least 10 students. However, the following considerations will be made before a determination is made to cancel a class:

- frequency of course offering by term, by location, and delivery method;
- student graduation requirements;
- assignment and workload of full-time faculty vs. adjunct faculty;
- concurrent courses; and linked courses

Immediately after the division chairs, deans and Vice President determine which classes to cancel:

- the Instructional Coordinators will print rosters for cancelled classes and send an email to the division chairs, the Deans for Academic Affairs, the Registrar, the Distance Education Coordinator, the Deans of Student Affairs, and the Center Directors noting which CRNs are being cancelled;
- division chairs need to call any adjuncts and inform them of the schedule change;
- Instructional Coordinators will revise adjunct agreements and obtain proper signatures prior to the Adjunct Meeting;
- division chairs need to forward the list of cancelled classes to their faculty immediately upon receipt from the Instructional Coordinators;
- faculty members should check the list of cancelled classes within 24 hours to see if any of their advisees are enrolled in those classes;
- advisors register the student for an alternate class (It is the advisor's responsibility to contact his or her students and re-advise them for another class. Advisors need to begin making those phone calls as soon as they check the list. If an advisor is unavailable, it will be the responsibility of the division chair to ensure that students are contacted and re-advised.);
- on the day following the cancellation meeting, the Registrar will remove the students from the classes in BANNER when she receives an email from the Instructional Coordinators;
- after the students are removed from the classes, the Registrar will email the Instructional Coordinators, and the Instructional Coordinators will then cancel the classes.

After classes are canceled, if a faculty member notices a CRN still remaining on the college's schedule that is assigned to that faculty member, the faculty member should notify the appropriate Dean of Academic Affairs.

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