

## 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) website.

### Class Schedules

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

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

### On Campus

These courses are taught primarily in the classroom or lab with 50 percent or less of instruction online. On campus courses may include lectures, labs, internships, clinical and other in-person instructional modalities.

### Blended

These courses are distance learning courses with the majority of the course content, activities, and interactions occurring online (greater than 50% but less than 100%) but may require students to come to campus for specific labs, assignments, activities, or events.

### Online Synchronous

These courses are taught fully online synchronously with course content, activities, and interactions occurring entirely online. This delivery method requires students to be online at specific dates/times during the term. Online synchronous courses may require proctored events.

### Online Asynchronous

These courses are taught fully online asynchronously with course content, activities, interactions occurring entirely online. This delivery method does not require students to be online at specific dates/times, and students may participate in class activities and complete course assignments asynchronously. Online asynchronous courses may require a proctored event.

### Linked Courses

Courses may be linked if the course is being offered on-campus, blended, online synchronous, or online asynchronous. 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. Saturday classes may be added as needed.

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 meet 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 created 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 consult 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;
- and linked courses

Immediately after the Division Chairs, Deans and Vice President determine which classes to cancel:

- the Dean of Academic Affairs informs his or her Instructional Coordinator and the Director of Instruction;
- 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 Dean of Student Affairs, and the Center Directors noting which CRNs are being cancelled;
- Division Chairs will call any affected adjuncts and inform them of the schedule changes;
- Instructional Coordinators will revise adjunct agreements and obtain proper signatures;
- Division Chairs will 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 should begin contacting students upon receipt of 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.);
- 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 to cancel the classes.

After classes are cancelled, 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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