

Curriculum and Scheduling

1. Department Description

Who are we?

The Curriculum and Scheduling office became a component of IRAP following the 2001 college restructuring. It is comprised of several functions:

- o Curriculum Oversight
- o Scheduling – Instruction
- o Scheduling – Events.

The **mission** of the **Curriculum** function is to support the faculty and staff by providing services and information in curricular development, curricular history, and state requirements. The Office:

- o ensures accuracy in catalog course descriptions and articulates courses with other state colleges
- o Guides regular reviews of the curriculum to insure its vitality and positive impact on the students
- o Guides the approval process for new courses and ensures that all materials are in order for the Curriculum Approval Committee and that approval procedures are followed
- o Guides and supports the work of the Curriculum Approval Committee in overseeing and monitoring curriculum by providing documentation, scheduling meetings, and ensuring that approval procedures are followed
- o Guides and supports the work of the Degree Requirements Review Committee to oversee general education, approve appropriate courses for general education requirements, and implement degree and certificate policies fair to all students in our diverse community.
- o Ensures that state approval is secured for all credit courses and programs.
- o Fosters continuing discussions to ensure compliance with standards of the Northwest Commission on Colleges and Universities.

The **mission** of the **Scheduling** functions is to

- o Coordinate and assign classrooms to credit and non-credit class sections being offered on main campus
- o Coordinate room scheduling for meetings and special events on main campus
- o Assist with the oversight and monitoring of room utilization on main campus.

How does Curriculum and Scheduling provide direct instructional support and how is it aligned with Lane's Core Values, Strategic Directions, Learning Centered College Principles, and Core Abilities?

- o The Curriculum function provides direct support to faculty and instructional units through oversight, state reporting and guidance in developing new courses and revising degree requirements.
- o The Scheduling functions provide direct support to instructional units as staff in those units build class schedules each term and in locating sections in rooms. This function also has responsibility now for scheduling nearly all meetings and events on the 30th Ave. campus.

These two functions of the Scheduling Office have been impacted substantially during the last year due to the Banner conversion and also because the college converted to a new room and event scheduling software that had to be implemented.

2. Expected Performance

What do we intend to do? Who do we intend to serve? How do we intend to serve them? What are the expected results of providing our services?

We expect to continue serving

- instructional staff and faculty who have responsibilities related directly to instruction and the curriculum
- all college staff and members of our broader community who need to schedule facilities for events and/or meetings on Lane's 30th Avenue campus.

3. Actual Performance

What did we do? Who did we serve? How did we serve them? What were the results of providing our services?

4. Analysis of Expected Performance vs. Actual Performance

Did we meet our expectations?

5. Program Initiatives to Improve Performance

How do we propose improving future performance?

Innitiative:

The Events Scheduling position needs to be returned to 1.0 FTE. The Events Scheduling position is currently 0.75 FTE – it was reduced a few years ago from 1.0 FTE.

I've been studying this situation for the past 2½ years since responsibility for the unit came to me. Despite our efforts to find greater efficiency in the work procedures related to the position, the 0.75 FTE level has not been sufficient for completing the work that comes to the Events Scheduler. The workload of the position has increased significantly with the move to a more centralized and coordinated scheduling system (Resource 25) which now directs approximately 90% of the requests for space on the 30th Avenue campus through this position (in the past, a majority of internal meetings were scheduled through the informal network of unofficial schedulers – i.e., staff who had responsibility for scheduling a conference room that was controlled by a department; this responsibility was usually assigned by a unit manager).

In recent months, we have resorted to off-loading some of the regular and ongoing demand for scheduling service to other IRAP staff who have received cross training in the R25 software. While this provides useful experience for staff who substitute for the Events Scheduler when she is not in the office, it exacerbates another expanding workload situation in IRAP.

The current total annual cost of the 0.75 FTE position:

Current annual salary (at 0.75 FTE) = \$21,033

Current annual OPE expense (at 49.9%) = \$10,495

Additional cost resulting from returning the position to 1.0 FTE:

- Additional annual salary (at 0.25 FTE) = \$7,011
- Additional annual OPE (at 49.9%) = \$3,498

Total Annual Additional Cost = \$10,509

An increase to 1.0 FTE would add approximately \$10,509 dollars annually to the budget for Curriculum & Scheduling (salary and OPE).