

## MASTER SCHEDULING PROCESS & TIMELINE

**= hard deadline**

| When                        |   | What   | Who                                | Why   |
|-----------------------------|---|--|------------------------------------|---|
| Timeframe                   | Significance  |  |                                    |   |
| July – 1 <sup>st</sup> week | 2 weeks prior to multi-modal (hyflex) cancellation            | Deans Council reviews Fall multi-modal (hyflex) class enrollments  | Deans<br>VPASA                     | Determine course viability in time to consult with faculty on options   |
| July – 2 <sup>nd</sup> week | 1 week (7-10 days) prior to multi-modal (hyflex) cancellation | Dean consults with Division Chair and faculty members via email about multi-modal (hyflex) possibilities for Fall  | Faculty<br>Division Chair<br>Deans | Faculty is informed, opportunity for deans and faculty to discuss options for low enrolled multi-modal (HyFlex) courses   |
| July – 3 <sup>rd</sup> week | Cancellation deadline   | <b>Decisions on stipends for Fall multi-modal (hyflex) courses</b>   | Deans                              | CBA requirement that multi-modal (HyFlex) courses be cancelled 30 days prior to term start otherwise stipend is paid.   |
| July – 4 <sup>th</sup> week | 4 weeks prior to Fall start                                   | Deans Council begins weekly review of Fall classes for possible modification or cancellation   | Deans Council                      | Determine course viability in time to consult with faculty on options   |
| Aug – 1 <sup>st</sup> week  | 3 weeks prior to Fall start                                   | Deans Council continues to review Fall enrollments.  | Deans Council                      | Deans collaboratively ensure a student-friendly schedule is preserved.  |
| Aug – 2 <sup>nd</sup> week  | 2 weeks prior to Fall start                                   | Deans email Division Chairs and faculty members about any Fall course concerns.<br><br><b>Class cancellations must happen by Friday of this week per policy.</b> | Faculty<br>Division Chair<br>Dean  | Faculty is informed, opportunity for deans and faculty to discuss options for low enrolled courses  |
| Aug – 3 <sup>rd</sup> week  | 1 week prior to Fall start                                    | Cancellation deadline for low enrolled Fall classes. Dean emails Division Chair and faculty  | Deans Council                      | Deadline to ensure any issues can be rectified before classes begin; deans meet to collaboratively review all cancellations to ensure a student-friendly schedule is preserved. |
| Aug – 4 <sup>th</sup> week  | Fall classes begin  | Division Chairs begin working with their Dean(s) and faculty to create a draft schedule for the following AY.  |                                    |   |

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| Sept – 1 <sup>st</sup> week | 2 <sup>nd</sup> week of Fall   | Deans Council finalizes debriefing current Fall scheduling concerns.  | Deans<br>VPASA  | Prepare to present Fall debrief to Division Chairs and shared governance  |
| <b>When</b>                 |  | <b>What</b>   | <b>Who</b>  | <b>Why</b>  |
| <b>Timeframe</b>            | <b>Significance</b>  |   |   |   |
| Sept – 2 <sup>nd</sup> week | 3 <sup>rd</sup> week of Fall   | VPASA presents Fall debrief to Division Chairs, Learning Council, FSGC  | VPASA   | Communication and dissemination of information through faculty shared governance and college-wide shared governance councils  |
| Sept – 3 <sup>rd</sup> week | 4 <sup>th</sup> week of Fall; 15 weeks prior to Spring start   | Academic Coordinator begins work to prepare for encoding the following year's schedule.   |   |   |
| Sept – 4 <sup>th</sup> week | 5 <sup>th</sup> week of Fall; 14 weeks prior to Spring start   | Division Chairs/Deans/faculty review current AY spring schedule.<br><br>Upcoming Spring/Summer registration opens per agreement or in alignment with Distance MN.   | Division Chairs<br>Deans  |   |
| Oct – 1 <sup>st</sup> week  | 6 <sup>th</sup> week of Fall; 13 weeks prior to Spring start   |   |   |   |
| Oct – 2 <sup>nd</sup> week  | 7 <sup>th</sup> week of Fall; 12 weeks prior to Spring start   |   |   |   |
| Oct – 3 <sup>rd</sup> week  | 8 <sup>th</sup> week of Fall; 11 weeks prior to Spring start<br><br>2 <sup>nd</sup> Half classes begin |   |   |   |
| Oct – 4 <sup>th</sup> week  | 9 <sup>th</sup> week of Fall; 10 weeks prior to Spring term  |   |   |   |
| Nov – 1 <sup>st</sup> week  | 10 <sup>th</sup> week of Fall; 9 weeks prior to Spring term  | Division Chairs collaboratively build a Fall, Spring & Summer schedule for the following AY.<br><br>Academic Coordinator sends list of current Spring course sections to be merged in D2L to D2L Coordinator. | Division Chairs<br>Deans<br>Academic Coordinator<br>D2L Coordinator | Collaborative schedule building to ensure student needs are met. Northland is committed to delivering student-centered course schedules that maximize access, retention, completion, and workforce readiness. The goal is to ensure that course offerings align with: <ul style="list-style-type: none"> <li>• Student demand and program pathways</li> </ul> |

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|                            |  |  |   | <ul style="list-style-type: none"> <li>• Predictable program maps that reduce time to completion</li> <li>• Flexible offerings that meet learner needs (modality, time, campus)</li> <li>• Employer &amp; industry training needs</li> <li>• Fiscal stewardship and efficient resource use</li> </ul> |
| <b>When</b>                |  | <b>What</b>  | <b>Who</b>  | <b>Why</b>  |
| <b>Timeframe</b>           | <b>Significance</b>  |  |   |   |
| Nov – 2 <sup>nd</sup> week | 11 <sup>th</sup> week of Fall; 8 weeks prior to Spring term  |  |   |   |
| Nov – 3 <sup>rd</sup> week | 12 <sup>th</sup> week of Fall; 7 weeks prior to Spring start | <p>The draft schedule for the following AY is circulated for review &amp; collaborative conversations between faculty, Division Chairs, Deans, and VPASA.</p> <p>The draft schedule for the following AY is sent to Student Services for review.</p> <p>Dean Council reviews Spring multi-modal (hyflex) class enrollments</p> | <p>Faculty</p> <p>Division Chairs</p> <p>Deans</p> <p>VPASA</p> <p>Student Services</p> |   |
| Nov – 4 <sup>th</sup> week | 13 <sup>th</sup> week of Fall; 6 weeks prior to Spring start |  |   |   |
| Dec – 1 <sup>st</sup> week | 14 <sup>th</sup> week of Fall; 5 weeks prior to Spring start | <p><b>Final drafts of full year schedule for following AY sent to Academic Coordinator by the VPASA.</b></p> <p>Draft of the following Summer’s schedule to be reviewed by Division Chairs.</p> <p>Dean consults with Division Chair and faculty members via email about multi-modal (hyflex) possibilities for Spring</p>     | <p>Acad. Coordinator</p> <p>Division Chairs</p> <p>Deans</p>                            | <p><b>Faculty is informed, opportunity for deans and faculty to discuss options for low enrolled courses</b></p>  |

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| Dec – 2 <sup>nd</sup> week | 15 <sup>th</sup> week of Fall; 4 weeks prior to Spring start   | Decisions on stipends for Spring multi-modal (hyflex) courses   | Deans   |   |
| Dec – 3 <sup>rd</sup> week | 16 <sup>th</sup> week of Fall; 3 weeks prior to Spring start   |   |   |   |
| Dec – 4 <sup>th</sup> week | 2 weeks prior to Spring start                                  |   |   |   |
|                            | <b>When</b>  | <b>What</b>   | <b>Who</b>                                    | <b>Why</b>  |
| <b>Timeframe</b>           | <b>Significance</b>  |   |   |   |
| Jan – 1 <sup>st</sup> week | 1 week prior to Spring start                                   | Cancellation deadline for low enrolled Spring classes. Dean emails Division Chair and faculty.                          | Deans Council                                 | Deadline to ensure any issues can be rectified before classes begin; deans meet to collaboratively review all cancellations to ensure a student-friendly schedule is preserved. |
| Jan – 2 <sup>nd</sup> week | Spring classes begin   | Summer rotation process of course selection begins  | Academic Coordinator                          |   |
| Jan – 3 <sup>rd</sup> week | 2 <sup>nd</sup> week of Spring                                 | Deans Council finalizes debriefing current Spring scheduling concerns.  | Deans<br>VPASA                                | Prepare to present Spring debrief to shared governance  |
| Jan – 4 <sup>th</sup> week | 3 <sup>rd</sup> week of Spring                                 | VPASA presents Spring debrief to Division Chairs, Learning Council, FSGC  | VPASA   | Communication and dissemination of information through faculty shared governance and college-wide shared governance councils  |
| Feb – 1 <sup>st</sup> week | 4 <sup>th</sup> week of Spring                                 | Final draft of the following AY Summer schedule sent to Academic Coordinator by VPASA for encoding.                     | Acad. Coordinator<br>Division Chairs<br>Deans |   |
| Feb – 2 <sup>nd</sup> week | 5 <sup>th</sup> week of Spring; 15 weeks prior to Summer start | Assignment of full-time faculty to the following AY schedule by Deans in consultation with Faculty and Division Chairs. | Faculty<br>Division Chairs<br>Dean            |   |

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| Feb – 3 <sup>rd</sup> week | 6 <sup>th</sup> week of Spring; 14 weeks prior to Summer start |   | Academic Coordinator<br>Deans<br>VPASA | Ensure schedule aligns with academic master calendar, complies with federal/state regulations |
| Feb – 4 <sup>th</sup> week | 7 <sup>th</sup> week of Spring; 13 weeks prior to Summer start | Summer rotation process complete and faculty are assigned to classes. | Academic Coordinator<br>Faculty        |   |
|                            |  |   |  |   |

| When                       |   | What  | Who   | Why |
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| Timeframe                  | Significance  |   |   |     |
| Mar – 1 <sup>st</sup> week | 8 <sup>th</sup> week of Spring; 12 weeks prior to Summer start  | Assignment of non-UFT faculty to the following AY schedule by Deans in consultation with Division Chairs and Faculty begins.<br><br>Academic Coordinator begins auditing workloads in FWM for the following AY.<br><br>Next AY opens for viewing in e-services. | Faculty<br>Division Chairs<br>Deans<br>Academic Coordinator |     |
| Mar – 2 <sup>nd</sup> week | 9 <sup>th</sup> week of Spring; 11 weeks prior to Summer term   |   |   |     |
| Mar – 3 <sup>rd</sup> week | 10 <sup>th</sup> week of Spring; 10 weeks prior to Summer start<br><br>2 <sup>nd</sup> Half classes begin | Upcoming Fall registration opens per agreement or in alignment with Distance MN.  | Academic Coordinator  |     |
| Mar – 4 <sup>th</sup> week | 11 <sup>th</sup> week of Spring; 9 weeks prior to Summer start  | Academic Coordinator sends list of current Summer course sections to be merged in D2L to D2L Coordinator.   | Academic Coordinator<br>D2L Coordinator                     |     |
| Apr – 1 <sup>st</sup> week | 12 <sup>th</sup> week of Spring; 8 weeks prior to Summer start  |   |   |     |

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| Apr – 2 <sup>nd</sup> week  | 13 <sup>th</sup> week of Spring; 7 weeks prior to Summer start               | Begin review summer schedule for possible cancellations   |   |            |
| Apr – 3 <sup>rd</sup> week  | 14 <sup>th</sup> week of Spring; 6 weeks prior to Summer start               |   |   |            |
| Apr – 4 <sup>th</sup> week  | 15 <sup>th</sup> week of Spring; 5 weeks prior to Summer start               | Academic Coordinator sends list of current Fall course sections to be merged in D2L to D2L Coordinator. | Academic Coordinator<br>D2L Coordinator |            |
| <b>When</b>                 |  | <b>What</b>   | <b>Who</b>                              | <b>Why</b> |
| <b>Timeframe</b>            | <b>Significance</b>  |   |   |            |
| May – 1 <sup>st</sup> week  | 16 <sup>th</sup> week of Spring; 4 weeks prior to Summer start               |   |   |            |
| May – 2 <sup>nd</sup> week  | 3 weeks prior to Summer start  |   |   |            |
| May – 3 <sup>rd</sup> week  | 2 weeks prior to Summer start  |   |   |            |
| May – 4 <sup>th</sup> week  | 1 week prior to Summer start   |   |   |            |
| June – 1 <sup>st</sup> week | 1 <sup>st</sup> week of Summer   |   |   |            |
| June – 2 <sup>nd</sup> week | 2 <sup>nd</sup> week of Summer   |   |   |            |
| June – 3 <sup>rd</sup> week | 3 <sup>rd</sup> week of Summer   |   |   |            |
| June – 4 <sup>th</sup> week | 4 <sup>th</sup> week of Summer; 3 weeks to multi-modal (hyflex) cancellation |   |   |            |