

Department Chairs' Training
Curriculum Management and Class Scheduling
by
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Class Scheduling Considerations

1. Class Scheduling Deadlines

Summer 2011 - Early December 2010

Fall 2011 – Late February to Early March 2011

Spring 2012 - May 2011

2. Class Capacity

The enrollment maximum for a class will be set a room capacity unless approval has been granted by the Dean of Undergraduate Studies for an undergraduate class or the Dean of the Graduate School for a graduate class to offer the class at a lower capacity for pedagogical, accreditation, or other reasons. Use the form "*Request to Reduce Class Enrollment Maximums Below Room Capacities*" to request a lower maximum enrollment than room capacity for a class. The request is usually valid for one semester, but departments may request a blanket waiver so that the request is valid indefinitely.

3. Downtown Course Offerings

Please coordinate with the Vice Provost for UTSA Downtown to offer a balance of classes at the Main and Downtown Campuses.

4. Faculty Information

Please ensure that the faculty information for each class is entered into Banner as soon as possible and no later than the date given in the class scheduling instructions. This is important in order to give students information about the instructor teaching a particular course, for faculty qualification certification by the Office of Accountability and Institutional Effectiveness, and for requirement of HB 2504 that each course has a syllabus posted on the web no more than 3 clicks from the university's main page. For each new faculty member, complete a "Faculty Qualification Form."

Add Forms

Please monitor the classroom capacity when granting approval for students to be added to courses in your department. The academic advisors will not approve an add form for a student if this will cause the course enrollment to exceed the enrollment maximum set for a class unless approval has been given by the department offering the course.

Enforcing Prerequisites

Departments are responsible for enforcing prerequisites for courses offered by the department and for making decisions on requests for overrides to enroll in departmental courses for students who have not satisfied prerequisites. Banner will be set to enforce any prerequisites that the department wishes to be enforced electronically. The Executive Director of Advising contacts departments annually to update the list of prerequisites that departments wish to be enforced electronically.

Small Classes

Each summer, the university is required to give a report to the Board of Regents of the UT System on the small classes for the prior fall and spring semesters. The UT System forwards the report to the Texas Higher Education Coordinating Board. The term "small class" refers to a class that has an Instructional Mode code of A (lecture), B (laboratory), or E (Seminar) which does not meet the minimum enrollments set by the Texas Higher Education Coordinating Board. (The Instructional Mode code for each course can be found in the UTSA Course Inventory: <http://www.utsa.edu/registrar/crse/2010-2011CourseInventory.pdf> .)

(From the *Academic Classroom Scheduling Procedures* instructions:
<http://utsa.edu/registrar/roomschedprocedures.cfm> .)

Classes with small enrollment requiring justification reports will be sent out on the third work day prior to the beginning of a Fall or Spring semester. Final determination if a class will be cancelled will be on or before the fifth business day after the start of the semester (i.e. the last day of student late registration). The small class report includes classes with fewer than 5 enrollments in a graduate course and under 10 enrollments in an undergraduate course. Departments with higher college enrollment caps should follow their college policy (i.e. COLFA caps are 7 in a graduate course and 20 in an undergraduate course).

Classes that a department decides to cancel should be cancelled as soon as possible, but no later than Census Date. For a class that a department determines that it wishes to offer as a small class, one of the eight Texas Higher Education Coordinating Board's justification codes must be used on the small class report form. The small class report form requires the approval of the college dean.

Catalog Revisions

Revisions of the catalogs follow a two-year cycle with the undergraduate catalog revisions beginning in the fall semester of even-numbered years and the graduate catalog revisions beginning in the fall semester of odd numbered years. A proposal for a new degree program cannot be placed into a catalog unless all the approvals have been obtained including those of the Texas Higher Education Coordinating Board. Departments wishing to implement new degree programs, minors, or certificate programs should submit those proposals to the Dean of Undergraduate Studies or the Dean of the Graduate School and allow for sufficient time to obtain all of the approvals before the anticipated implementation date.

Modifications of existing degree programs and courses can be made during the catalog review process. Minor modification of courses and deletion of courses may occur during the course inventory update process each fall semester to be effective the following fall semester. Addition of new courses to the UTSA Course Inventory normally occurs during the catalog revision process.