

Considerations for Building a Schedule	
Consideration	Note:
Faculty Load	
Student Pathways	Completion of Degrees and Certificates
Course Frequency	
Starting New Programs	
Open Enrollment Request/Demands	
Faculty Availability	
Support Staff Availability	
Demand for Courses	Multiple Measures Numerical Historical
Industry Demand	
Facility Availability	
Resource Availability	Equipment Supplies
External	Ed. Code Mandates Grant Obligations Dual Enrollment Contract Education
Student Preferences	Class Time Enrollment Preferences
Online vs. Face-to-Face	Faculty Training
Student Demographics	International Studnets = More ESL Courses

Considerations for Adding a Course	
Consideration	Note:
Student Demand	
Availability of Qualified (Specialist) Faculty	
Adding Late-Start Offerings	
Consideration of Competing Courses	G.E. and Major Requirements

Considerations for Canceling a Course	
Consideration	Note:
Timeline	
# Enrolled in the class	
# of Open Seats in a Similar Class	
# on Waitlist in Stronger Enrolled Areas	
Frequency of Class Offering	
Ability to Convert Sections	
Availability (lack) of Faculty/Support Staff	
Conversion to Late-Start Offerings	
Industry Demand	