



Course Schedule Development Framework

Building a Student-First Schedule Within FTEF Allocation

Office of Instruction

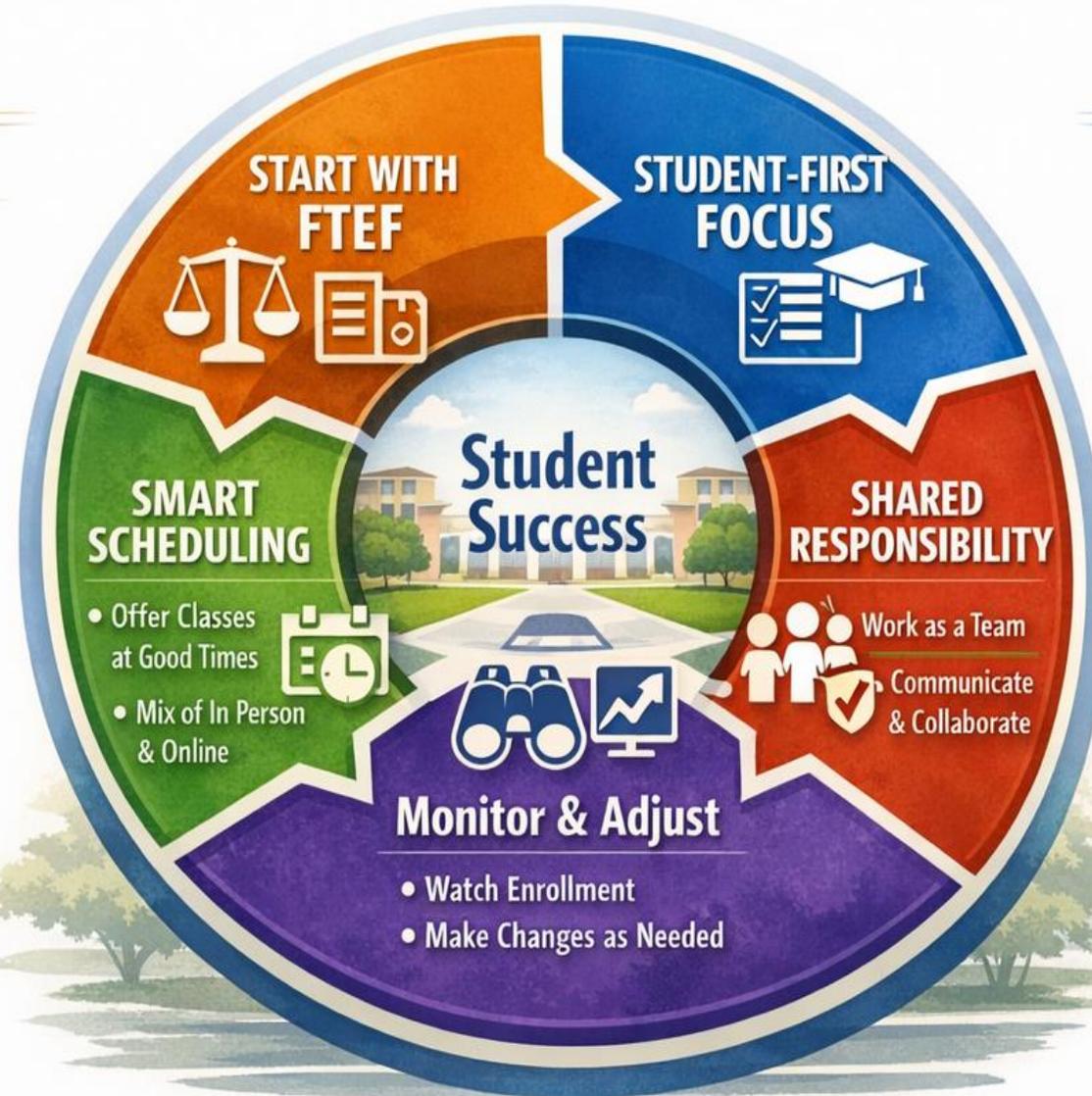
Feb 20, 2026

Course Schedule Development Framework

Building Schedules that Work for Students

Why It Matters:

-  Student Completion
-  Access to Courses
-  Fewer Cancellations
-  Use Resources Wisely



What We Do:

-  Track Enrollment
-  Support Working Students
-  Do Outreach
-  Prevent Cancellations

Why the Schedule Matters

The schedule affects:

- Whether students can complete on time
- Whether students can get the classes they need
- Whether we avoid preventable cancellation
- Whether we stay within FTEF
- Whether we remain financially stable

Start with FTEF

We build the schedule:

- Within our allocation
- With enrollment in mind
- With load expectations in mind

This protects:

- Our faculty assignment
- Our budget
- Our long-term stability

Summer 2023 Census						Fall 2023 Census						Spring 2024 Census					
	Fill Rate	Enrollment	# of Section	FTEF	Load (Census)		Fill Rate	Enrollment	# of Section	FTEF	Load (Census)		Fill Rate	Enrollment	# of Section	FTEF	Load (Census)
ASLT	16%	15	2	0.00	#DIV/0!	ASLT	32%	212	9	0.24	964.92	ASLT	32%	234	10	0.38	647.92
BDW	80%	648	22	4.14	456.29	BDW	74%	3291	134	24.45	393.77	BDW	72%	3524	145	26.81	382.56
Counsel	61%	95	4	0.67	373.63	Counsel	74%	353	13	1.67	448.73	Counsel	60%	132	6	0.83	374.92
HSS	87%	1328	40	8.27	492.73	HSS	78%	3946	150	34.12	395.78	HSS	78%	4116	157	36.36	381.58
KAD	80%	495	16	2.68	548.79	KAD	67%	1054	42	7.97	478.30	KAD	69%	1132	48	9.06	446.54
S&T	78%	719	21	5.17	600.60	S&T	81%	3171	110	31.65	488.54	S&T	80%	3222	114	32.32	495.34
Grand Tc	80%	3300	105	20.93	515.71	Grand Tc	75%	12027	458	100.10	433.42	Grand Tc	74%	12360	480	105.75	423.05
2023 vs 2022	-2%	-15%	-15%	-15%	4%		12%	0%	2%	10%			16%	9%	8%	7%	

Summer 2024 Census						Fall 2024 Census						Spring 2025 Census					
	Fill Rate	Enrollment	# of Section	FTEF	Load (Census)		Fill Rate	Enrollment	# of Section	FTEF	Load (Census)		Fill Rate	Enrollment	# of Section (un-duplicated)	FTEF	Load (Census)
ASLT	11%	44	2	0.00	#DIV/0!	ASLT	23%	135	8	0.17	1304.38	Academi	26%	113	9	0.31	669.62
BDW	80%	911	31	6.06	452.14	BDW	75%	3602	145	27.15	393.02	Bus. Des	71%	3714	156	27.00	404.65
Counsel	54%	106	5	0.87	355.75	Counsel	61%	178	8	1.10	410.74	Counsel	68%	152	6	0.70	432.39
HSS	83%	1320	44	9.07	449.84	HSS	79%	4264	164	37.93	399.75	Humanit	75%	4215	165	38.59	375.76
KAD	72%	547	20	3.36	467.44	KAD	64%	1097	47	8.87	453.08	Kinesiol	70%	1205	51	9.54	441.33
S&T	78%	885	24	6.39	613.58	S&T	83%	3383	116	33.29	480.76	Science i	86%	3326	119	32.75	485.79
Grand Tc	77%	3813	126	25.74	490.97	Grand Tc	76%	12659	488	108.50	428.81	Grand Tc	75%	12725	506	108.89	422.96
2024 vs 2023	16%	20%	23%	-5%			5%	7%	8%	-1%			3%	5%	3%	0%	

June 2025: Direction from the District to meet Load 500. We adjusted our load based on course cancellation for fall 2025.

We have implemented a phased plan to achieve we will decrease our FTEF allocation by approx from our Spring 2026 baseline.

Summer 2025 Census						Fall 2025 Census						Spring 2026 Census					
	Fill Rate	Enrollment	# of Section	FTEF	Load (Census)		Fill Rate	Enrollment	# of Section	FTEF	Load (Census)		Fill Rate	Enrollment	# of Section	FTEF	Load (Census)
ASLT	8%	10	2	0.00	#DIV/0!	ASLT	21%	77	8	0.17	670.63	ASLT	28%	112	9	0.31	677.48
BDW	87%	873	29	5.53	456.28	BDW	77%	3678	146	26.65	396.45	BDW	73%	3656	147	25.29	425.43
Counsel	61%	96	4	0.80	359.93	Counsel	59%	280	13	2.00	273.04	Counsel	46%	109	6	0.63	352.47
HSS	83%	1329	43	9.34	430.81	HSS	80%	4414	164	37.99	401.30	HSS	81%	4399	161	36.44	403.40
KAD	79%	592	21	3.44	538.42	KAD	68%	1193	49	9.15	473.73	KAD	77%	1235	51	10.06	391.88
S&T	84%	1061	26	7.57	602.70	S&T	86%	3161	106	30.25	509.70	S&T	83%	3372	114	31.17	544.73
Grand Tc	81%	3961	126	26.68	497.29	Grand Tc	78%	12803	486	106.21	435.21	Grand Tc	77%	12883	488	103.91	450.76
2025 vs 2024	4%	0%	4%	1%			1%	0%	-2%	1%			1%	-4%	-5%	7%	

After cancelled 19 sections, we have to 103.91 FTEF.

[Link to the 2026-27 FTEF Allocation](#)

What Student-First Means

When we build the schedule, we ask:

- Can students complete in two years? → [Program Completeability Report](#)
- Are required courses offered regularly? → [Course Availability Report](#) & [Course Viability Report](#)
- Are there bottlenecks? → [Program Completeability Report](#)
- Are working students supported?
- Do we offer different times and modalities? → [Program Completeability Report](#)

A student-first schedule removes barriers.

Shared Responsibility

This is Shared Work.

Scheduling is not one person's job!

Role	Responsibility
VPI	Sets FTEF & final approval
Division Deans	Draft schedules & ensure compliance
Faculty	Discipline expertise, sequencing, & innovation
Counselors	Pathway integrity
PRIE	Data & analytics
Student Services, A&R	Access & outreach

We work together. We make adjustment together, We stay accountable together.

Annual Fall Schedule Timeline (High-Level)

1. **FTEF Allocation** (September)
2. **Data Review** (Sept–Oct)
3. **Program Planning** (Oct–Nov)
4. **Faculty & Room Assignment** (Nov–Dec)
5. **Draft & Conflict Review** (Jan–Feb) → Time conflicts, cross-department conflicts, room conflicts, modality imbalance, faculty load contractual violations
6. **Error Check** (March)
7. **Publication** (April)
8. **Registration & Monitoring** (May–August)

[Link to FTEF Allocation and Scheduling Data](#)

Each phase builds on the previous — We stay within FTEF.

Integrated Enrollment Management

90 Days Before Instruction.

Once the schedule is published, the work continues.

We:

- Monitor enrollment weekly—can reach out to a division dean
- SEP updates--Max
- Priority registration--Wissem
- Extended A&R hours--Wissem
- Guided Pathways outreach--Ron
- Super Saturday events—Wissem/Mayra (Promise)
- Targeted marketing for low-enrolled sections--Megan

Goal: prevent avoidable cancellations.

Class Cancellation (AP 6.04.1)

Structured, time-bound thresholds:

Timeline	F2F/Hybrid/Synch # of Enrollment	Asynch # of Enrollment
10 days prior class starts	< 6 cancel	< 9 cancel
5 days prior	< 10 cancel	< 14 cancel
2 days prior	< 15 cancel	< 20 cancel

Monitoring begins **60 days prior**.

Cancellation decisions:

- Follow policy strictly
- Include structured communication
- Honor contract provisions

Cañada College Course Cancellation Process and Timeline 2025-2026

- [AP 6.04.1 Guidelines for Course Cancellation \(Nov 2024\)](#)
- [BP 6.04 Guidelines for Class Cancellation \(Nov 2024\)](#)
- [Summer 2025 Course Cancellation Timeline \(Jan 2025\)](#)
- [Fall 2025 Course Cancellation Timeline \(Jan 2025\)](#)
- [Spring 2026 Course Cancellation Timeline \(June 2025\)](#)

After Census

After Census Review

We look at:

- Load
- Enrollment pattern
- Equity gap
- Pathway protection review
- Impact of cancellation

Continuous Cycle:

Data → Reflection → Adjustment → Strategic Realignment

We are working
on this. 😊

What this Protects

When We Do This Well

We ensure:

- Student completion
- Faculty stability
- Program health
- Our budget
- Institutional credibility

The schedule reflects our priorities.

Anthropology: Case Study

	FTES	Success	Load
Spring 2021	14.3	89.4%	455.5
Spring 2022	9.4	87.3%	513.6
Spring 2023	10.9	96.3%	441.9
Spring 2024	19.1	82.1%	427.8
Spring 2025	13.4	89.2%	544.2
Spring 2026	19.6		626.0

How the numbers changed

- ❑ Understanding that we are in a new era of education
- ❑ Culture of collaboration willing to try new ideas
- ❑ Use resources available to gather data, and think about low enrollment in new ways
- ❑ Willingness to make changes based on the data (test a hypothesis)
- ❑ Educate about the discipline, and its value to students' career goals
- ❑ Attend events and build relationships with counselors, deans outside division, faculty, and program leaders (Middle College, EOPS, TRIO, Care, Veterans Services, DSPS, Marketing...)
- ❑ Marketing flyers in *strategic* places, and mini videos on social media



Reports

1. [Course Completeability Report](#) (PRIE)—by semester
2. [Course Viability Report](#) (PRIE)—by semester
3. [Course Offering Pattern](#) (PRIE)—by semester
4. [FTE Enrollment Report](#) (PRIE)—daily
5. [Enrollment Tableau Report](#) (PRIE)
6. Cañada College Course Cancellation Process and Timeline 2025-2026
 - [AP 6.04.1 Guidelines for Course Cancellation \(Nov 2024\)](#)
 - [BP 6.04 Guidelines for Class Cancellation \(Nov 2024\)](#)
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 - [Spring 2026 Course Cancellation Timeline \(June 2025\)](#)