
SIS: Updates & Business Processes

MET Scheduling & Staffing

— Monday, November 13, 2023 —

UIS Functionality

Schedule Roll Over

Done on a class by class basis

Staffing Updates

Can be done all at once

Meeting Pattern Changes

More flexible

SIS Functionality

Schedule Roll Over

Automatically Roll over full schedule

Staffing Updates

Updated on a section by section basis

Meeting Pattern Changes

Old section cancelled, new section created; students re-enroll

Key Takeaways



System allows for more proactive approach to scheduling



Deadlines will allow for more holistic and dynamic scheduling process



The new system is less dynamic in terms of how and when updates can be made

New Business Processes

Auto-Rollover of Classes

- Ensure that courses listed are indeed the ones you want to run
 - Be as accurate as possible
 - class and faculty data rolled over
- Newly developed courses
 - Important to plan these in advance so they can be fully developed for running

Fall 2024

File Edit View Insert Format Data Tools Extension

Search Menus

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1	Fall 2024	College	Course	Section	
2		MET	AD508	A1	Ad In
3		MET	AD508	A2	Ad In
4		MET	AD508	A3	Ad In
5		MET	AD508	A4	Ad In
6		MET	AD508	A5	Ad In
7		MET	AD508	A6	Ad In
8		MET	AD508	A7	Ad In
9		MET	AD508	A8	Ad In
10		MET	AD508	A9	Ad In
11		MET	AD509	A1	Ad In
12		MET	AD509	A2	Ad In
13		MET	AD509	A3	Ad In
14		MET	AD509	A4	Ad In

MET Procedures

Department Level

Faculty Coordinators review the courses in their area to for accuracy

Confirm section/timing looks correct

Department Admin review the schedule with Chair/Director

Make updates according to enrollment numbers and trends

FT Faculty submit their preferred courses with day/time information and submit to Chair for review

PT Faculty staffed on classes after FT faculty

Department Admin and Chair/Director make final review for accuracy prior to submitting to Dean's Office

Dean's Office Level

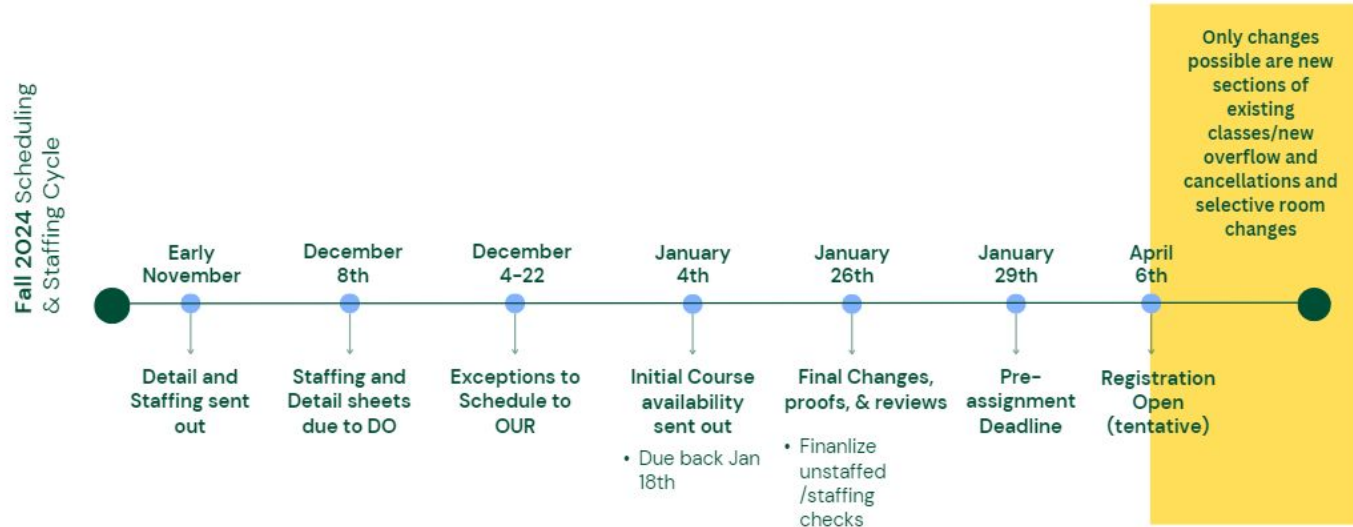
Conduct full and holistic review of all classes and staffing

Feedback
provided to
departments

Schedule managed and maintained in SIS

**Dean's Office will send and track letters of availability
based on PT staffing requests**

Updated MET Scheduling Timeline: Fall 2024



January 26: Proposals for Fall 2024 Online Course Development & Significant Updates (20% or more of course)

Resources



**MET scheduling
and staffing
website**



**Email
Templates**



How tos



**Pre-populated
scheduling and
staffing sheets**



**Drop In
sessions**

Questions?