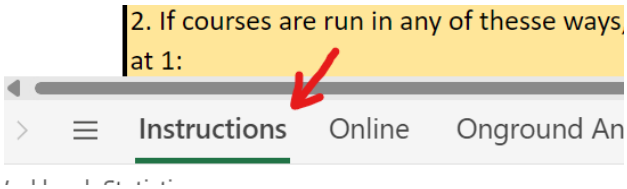
Sample VPI email

From: Corey Marvin
To: CC_FACULTYCHAIRS
Cc: Lisa Stephens; Kimberly Blackwell; Anna Carlson
Subject: Schedules ready to go
Date: Sunday, January 21, 2024 1:29:00 PM
Attachments: image001.png

Hi all, faculty chairs:

Just a quick note that the summer and fall schedules have now ready to go in their new location in the Scheduling channel of the CC Office of Instruction Team.

Instead of resorting to a long email with instructions here, we have created instructions on the first worksheet of each spreadsheet.



Of primary importance is that the **summer scheduling spreadsheet is based on the already rolled schedule**, as we discussed in the chair meeting. The worksheets will look different to you because they are having to accommodate information that is already existing. Please read the instructions carefully and consult with the deans.

However, there is no rolled schedule yet for the fall, so the **fall scheduling spreadsheet is based on the long-term schedule**, like we have done in the past and you are familiar with. Nevertheless, we are keeping with the same new look and feel of the spreadsheet for the fall. Again, please read the instructions carefully and consult with the deans if need be.

The second most important thing is to remember that when you work on the spreadsheets, unless you download them (instructions for which are on the instructions), you are working on the live, shared version. So please be very careful. We will be back them up periodically every few days, but still. But still.

If you are having trouble getting access to the schedules or to the channel or Teams, please let your deans know.

Thank you !

Corey

202470 Spreadsheet Instructions

Instructions - Fall 2024

General Instructions

1. In contrast to the Summer 2024 spreadsheet, this one does **not** start from a scheduling roll in Banner. Despite its look (which is designed to mirror the one from summer), we will approach this one exactly like we have in the past. What is pre-loaded so far are just the classes on the long-term schedule--one row per class, no extra sections. The fall roll has not happened yet, so we will have to end up marrying this one to the fall roll when it happens, apparently mid-February.

2. As indicated above, the look is keeping with what we can expect from now on. Stay with the **yellow cells** only. Blue cells are for the deans. White cells are for the schedulers.

3. Like with the summer spreadsheet, treat each row in this spreadsheet as **one session**. One or more sessions comprise a **section** (a CRN). This means that a single class offering may need one or two rows on the worksheet to describe how it is being offered (there are some extremely rare instances of more than two, but we can cover those unicorns with individual faculty chairs when they arise). The most common reason for two rows is a mix of instructional codes, with the most common of *those* being a mix of lecture and lab. But other reasons include a difference in start and end times, honors hours, and others.

Filling Fields

1. To help the deans and schedulers keep track of changes, whether revising the information in one or more cells, adding an entire class, deleting an entire class, etc., please signal any changes **by using red font**.

2. To **add a new class or section**, click the number in the left margin of the class *under* where you want to add the new section (that entire row should highlight), right click, and choose "Insert Rows." A blank row will appear above. To add more than one row at a time, highlight multiple rows under where you want to add the new sections, and then when you right click and choose "Insert Rows," the same number of blank rows will appear that you highlighted. Once the new row or rows appear, reclick the number(s) on the left, and choose red font.

3. To **remove a class**, because we are starting ahead of the scheduling roll, there are no CRN's or section numbers or preloaded days or times or any of that. So to delete a class, just click the number in the left margin to highlight the row, right-click, choose "Delete."

6. If you are copying and pasting from a separate spreadsheet, please follow Excel copy and paste procedures carefully to ensure that other class information across the worksheet does not get overwritten or out of alignment. Unless you are an Excel pro, it is best to start with a blank row and blank cells in the target worksheet when copying and pasting information from another spreadsheet. Excel tip: if you accidentally paste over a column with drop-down options, you can easily fix it by copying an intact cell somewhere else in the column and pasting it into the cell. The background color and the options will all paste in.

7. **Campus** is pretty self-explanatory, choose from the drop-down. For this summer spreadsheet, all onground campus classes are on one worksheet. Please keep all online classes on their own worksheet.

8. **Session Instructional Method** is also pretty self-explanatory. For 95% of what we do, the choices will be some version of lecture, lab, online lecture, or online lab. In rare instances, it will be one of the others, usually department-specific, so we will follow up with the chairs in those departments.

9. Course **start** and **end dates** have been prefilled with the standard start and end dates. If you have a short-term, irregularly scheduled, or (for summer) 12-week class, please make the necessary changes.

10. Please enter class **times** in 24-hour format with a colon--e.g., 14:00 instead of 1400 or 2:00 pm. To the extent possible, sync classes to standard time blocks (on another worksheet)--although this is less important for the summer.

11. For **days**, please use "R" for Thursday (not Th), "S" for Saturday, and "U" for Sunday. And please avoid commas--e.g., MWF not M,W,F

12. For **Requested Room**, enter what you know if you have a preference. If you don't have a preference, don't worry about it. The deans and I will be going through to assign rooms at the next stage.

13. For **instructors**, please use first and last names--e.g., "Fred Flintstone" instead of "Flintstone," or "F. Flintstone," etc.

Downloading

1. Note: you do not need to download a copy to make changes to the spreadsheet. The whole point of using the shared document in Teams is that everyone has ready access. When you open it in Teams, you are making changes directly in the shared document.
2. But if you want to send a copy of the spreadsheet to your department or just have a copy for yourself to work on outside of Teams, you can do that. But make sure to **download** it first. **Failure to do this could result in irreparable damage to the shared document.** The nature of the shared document is that it opens in your browser and can look--superficially--like it's your copy in your workspace. But it's everyone's copy you are working on. if you want your own, you have to go through a download and "Save As" process.
3. To do that: Start in the Scheduling files tab, left click on the three dots for the scheduling spreadsheet you want to save a copy of, and choose Download (**DON'T** choose "Open"). Depending on how your notifications are set up, you may receive a dialogue box that tells you the download has happened with a link to "Open file." If not, use File Explorer to navigate to your Downloads folder and find the file you just downloaded (it should be the first one listed), and double-click to open it. It's saved here already on your computer. But if you want to save it somewhere other than in your Downloads folder, select the "File" tab in the now-open spreadsheet, choose "Save As," and then save it wherever you prefer to save your files.

Using the Multi-Row Column

1. Put a code in this column when two or more rows are working together. Do this not only when the two rows comprise two sessions of one CRN, as explained above, but in any circumstance when sessions or sections are conjoined. The most common reason is when sections are stacked (separate courses offered at the same time)--for example, BIOL C101 and BIOL C105, ART C131 and ART C231, and honors sections like ENGL C102 and ENGL C102H. The second most common reason is when sections are crosslisted (the same course content under two separate disciplines)--for example, ANTH C141 and ETHN C141 or FILM C211 and SPAN C211. Another is when a class is offered by iTV (or Zoom) at different campuses.

2. If courses are run in any of thesse ways, use the **Multi-Row** column to link them together with the following codes followed by a number starting at 1:
   - A = Allied Health
   - B = Business and Paralegal
   - C = Child Development
   - D = Industrial Arts
   - E = English
   - F = Information Technology
   - G = Counseling
   - K = Kinesiology
   - L = Library
   - M = Mathematics
   - N = Science
   - P = Public Services
   - S = Social Science
   - V = Visual and Performing Arts
   - X = Across Campuses
   - Y = ESCC

Z = Tehachapi

3. For example, if Painting 1 and Painting 2 are offered at the same time, we would enter V1 in the **Multi-Row** column for both ART C131 and ART C231. If Drawing 1 and Drawing 2 are also stacked, enter V2 in the column for both ART C121 and ART C221. And so on. If the Science department is offering Astronomy with lecture in one time block and lab in another, put N1 for both rows. If they are doing the same thing for General Chemistry, enter N2. In preparing this spreadsheet, I have already added codes to the classes that were rolled.

4. The campus locations codes are offered for the convenience of the site directors, who are more likely entering the codes for their campus than the faculty chairs. An iTV class offered at Bishop and Mammoth might be labeled V1, another iTV class would be V2, etc. If a class is being stacked at more than one campus--like a quadruple iTV class Bishop, Mammoth, IWV, and Tehachapi--we'll use the X.