

By: Kaylene Scanlon and Erik Lindahl

**1. Who besides yourself does scheduling in your department?**

Jose Macedo (Department Chair)

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**2. Can you give us an overview of how you do scheduling?**

a. Is it done by faculty, staff, both?

It is done by the Scheduler, Dana, and the Department Chair, Professor Macedo.

b. What roles do they each play?

Dana does all of the scheduling and Professor Macedo is the final approver

c. What aspects of scheduling are most time consuming?

Gathering faculty time and course preferences

d. What resources are used to do scheduling?

Excel, emailing professors (see ppt. and jpg in repository)

e. Are you satisfied with your scheduling process now?

No, it is time far too time consuming

**3. Do you have any particular ideas for the kinds of features you would like in a scheduling software tool?**

a. Maximize instructor satisfaction while maximizing fairness

b. Preference: instructors that don't want back to back classes

c. Preference: Don't like to teach 3 units on 3 days, want 2 units across 2 days

d. Preference: Don't schedule labs on Friday afternoons

e. Preference: Chalkboard vs. Whiteboard

f. Preference: Distance Learning or Smart Room

g. Make it easy to enter data (not cumbersome like PeopleSoft)

h. User Interface for faculty to enter preferences and admin page for the scheduler to see who has and has not entered preferences, and a button that sends an email reminder for faculty to send in their preferences. Making sure to have error checking to ensure that the faculty can only submit their preferences if they have a minimum number of hours scheduled.

i. Schedule view for 100/200...etc. level classes

j. Schedule view by instructor

k. Schedule view by room

l. A printer-friendly schedule view

m. Ability to export to Excel?

**4. Can you think of any particular positive or negative impacts new scheduling software might have?**

All impacts would be positive, feels like there is only room to improve upon the process.

**5. Is there anything else you would like to add?**

No.

**6. Can you give us an estimate of how much time you might have to review requirements during the Fall quarter? We could use approximately three hours, one each in weeks 3, 7, and 10.**

3 hours is perfectly acceptable in any form of communication.

Note: an IME student a few years ago used Excel Macros (VBA) to write a scheduling tool for the department, it was not very useful because the User Interface was not easy to use. Dana is happy to have someone come to her office to demo it for us.