

Scope and Limitations

This project aims to support Asia Pacific College (APC) for transactions to flow smoothly and be easier to manage when generating the schedules of faculty members to their respective subjects.

- It is limited to School of Computing and Information Technologies for the moment. But if the system is approved, and if other departments want it, it could also be implemented to them.
- This project requires integration to APC's information system – Flavio System that contains the course offerings, history of teachings of each faculty, and the specialization of each faculty.
- This project requires the database of OTE from APC's HR Module.
- This project requires faculty members who had 1 or more term as the reference of their history of teaching.
- New professors are not covered in the faculty loading system.
- The Enhanced APC Faculty Loading System should only be accessed in school. But if the system is approved, ITRO, Registrar and HR, can grant external access.
- This project targets to use MS Excel for the analytics system to be implemented.
- Future versions may use more comprehensive Business Analytics tools such as Power BI, Cognos and etc. System developers are still studying and researching for an appropriate analytics tool to use as the project progresses. The analytics tool will be done after submission of subjects and tagged faculty members.
- The Enhanced APC Faculty Loading System does not include any changes of load within the term. There is a separate procedure and form for this.

- Systems analyst included prioritization criteria.

1. Specialization

2. History of Teachings

3. Special Cases

- a. If faculty has a child, he or she should not be assigned to the class that contains his or her child.
- b. If faculty has a relative, he or she should not be assigned to the class that contains his or her relative.

4. Rules

- a. No 3 consecutive classes for each Faculty.
- b. No more than 21 units for Full-time Faculty.
- c. No more than 15 units for Part-time Faculty.
- d. No more than 8 hours of work load each day for each faculty.

5. Online Teaching Evaluation

6. Availability