

## MASTER SCHEDULING PROCESS & TIMELINE

= hard deadline

When		What	Who	Why
Timeframe	Significance			
July – 1 <sup>st</sup> week	2 weeks prior to multi-modal (hyflex) cancellation	Deans Council reviews Fall multi-modal (hyflex) class enrollments	Deans VPASA	Determine course viability in time to consult with faculty on options
July – 2 <sup>nd</sup> week	1 week (7-10 days) prior to multi-modal (hyflex) cancellation	Dean consults with Division Chair and faculty members via email about multi-modal (hyflex) possibilities for Fall	Faculty Division Chair Deans	Faculty is informed, opportunity for deans and faculty to discuss options for low enrolled multi-modal (HyFlex) courses
July – 3 <sup>rd</sup> week	Cancellation deadline	<b>Decisions on stipends for Fall multi-modal (hyflex) courses</b>	Deans	CBA requirement that multi-modal (HyFlex) courses be cancelled 30 days prior to term start otherwise stipend is paid.
July – 4 <sup>th</sup> week	4 weeks prior to Fall start	Deans Council begins weekly review of Fall classes for possible modification or cancellation	Deans Council	Determine course viability in time to consult with faculty on options
Aug – 1 <sup>st</sup> week	3 weeks prior to Fall start	Deans Council continues to review Fall enrollments.	Deans Council	Deans collaboratively ensure a student-friendly schedule is preserved.
Aug – 2 <sup>nd</sup> week	2 weeks prior to Fall start	Deans email Division Chairs and faculty members about any Fall course concerns.  <b>Class cancellations must happen by Friday of this week per policy.</b>	Faculty Division Chair Dean	Faculty is informed, opportunity for deans and faculty to discuss options for low enrolled courses
Aug – 3 <sup>rd</sup> week	1 week prior to Fall start	Cancellation deadline for low enrolled Fall classes. Dean emails Division Chair and faculty	Deans Council	Deadline to ensure any issues can be rectified before classes begin; deans meet to collaboratively review all cancellations to ensure a student-friendly schedule is preserved.
Aug – 4 <sup>th</sup> week	Fall classes begin	Division Chairs begin working with their Dean(s) and faculty to create a draft schedule for the following AY.		
Sept – 1 <sup>st</sup> week	2 <sup>nd</sup> week of Fall	Deans Council finalizes debriefing current Fall scheduling concerns.	Deans VPASA	Prepare to present Fall debrief to Division Chairs and shared governance

	<b>When</b>	<b>What</b>	<b>Who</b>	<b>Why</b>
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Sept – 2 <sup>nd</sup> week	3 <sup>rd</sup> week of Fall	VPASA presents Fall debrief to Division Chairs, Learning Council, FSGC	VPASA	Communication and dissemination of information through faculty shared governance and college-wide shared governance councils
Sept – 3 <sup>rd</sup> week	4 <sup>th</sup> week of Fall; 15 weeks prior to Spring start	Academic Coordinator begins work to prepare for encoding the following year’s schedule.		
Sept – 4 <sup>th</sup> week	5 <sup>th</sup> week of Fall; 14 weeks prior to Spring start	Division Chairs/Deans/faculty review current AY spring schedule.  Upcoming Spring/Summer registration opens per agreement or in alignment with Distance MN.	Division Chairs Deans	
Oct – 1 <sup>st</sup> week	6 <sup>th</sup> week of Fall; 13 weeks prior to Spring start			
Oct – 2 <sup>nd</sup> week	7 <sup>th</sup> week of Fall; 12 weeks prior to Spring start			
Oct – 3 <sup>rd</sup> week	8 <sup>th</sup> week of Fall; 11 weeks prior to Spring start  2 <sup>nd</sup> Half classes begin			
Oct – 4 <sup>th</sup> week	9 <sup>th</sup> week of Fall; 10 weeks prior to Spring term			
Nov – 1 <sup>st</sup> week	10 <sup>th</sup> week of Fall; 9 weeks prior to Spring term	Division Chairs collaboratively build a Fall, Spring & Summer schedule for the following AY.  Academic Coordinator sends list of current Spring course sections to be merged in D2L to D2L Coordinator.	Division Chairs Deans Academic Coordinator D2L Coordinator	Collaborative schedule building to ensure student needs are met. Northland is committed to delivering student-centered course schedules that maximize access, retention, completion, and workforce readiness. The goal is to ensure that course offerings align with: <ul style="list-style-type: none"> <li>• Student demand and program pathways</li> <li>• Predictable program maps that reduce time to completion</li> </ul>

				<ul style="list-style-type: none"> <li>• Flexible offerings that meet learner needs (modality, time, campus)</li> <li>• Employer &amp; industry training needs</li> <li>• Fiscal stewardship and efficient resource use</li> </ul>
	<b>When</b>	<b>What</b>	<b>Who</b>	<b>Why</b>
<b>Timeframe</b>	<b>Significance</b>			
Nov – 2 <sup>nd</sup> week	11 <sup>th</sup> week of Fall; 8 weeks prior to Spring term			
Nov – 3 <sup>rd</sup> week	12 <sup>th</sup> week of Fall; 7 weeks prior to Spring start	<p>The draft schedule for the following AY is circulated for review &amp; collaborative conversations between faculty, Division Chairs, Deans, and VPASA.</p> <p>The draft schedule for the following AY is sent to Student Services for review.</p> <p>Dean Council reviews Spring multi-modal (hyflex) class enrollments</p>	<p>Faculty</p> <p>Division Chairs</p> <p>Deans</p> <p>VPASA</p> <p>Student Services</p>	
Nov – 4 <sup>th</sup> week	13 <sup>th</sup> week of Fall; 6 weeks prior to Spring start			
Dec – 1 <sup>st</sup> week	14 <sup>th</sup> week of Fall; 5 weeks prior to Spring start	<p><b>Final drafts of full year schedule for following AY sent to Academic Coordinator by the VPASA.</b></p> <p>Draft of the following Summer’s schedule to be reviewed by Division Chairs.</p> <p>Dean consults with Division Chair and faculty members via email about multi-modal (hyflex) possibilities for Spring</p>	<p>Acad. Coordinator</p> <p>Division Chairs</p> <p>Deans</p>	Faculty is informed, opportunity for deans and faculty to discuss options for low enrolled courses
Dec – 2 <sup>nd</sup> week	15 <sup>th</sup> week of Fall; 4 weeks prior to Spring start	<b>Decisions on stipends for Spring multi-modal (hyflex) courses</b>	Deans	

Dec – 3 <sup>rd</sup> week	16 <sup>th</sup> week of Fall; 3 weeks prior to Spring start			
Dec – 4 <sup>th</sup> week	2 weeks prior to Spring start			
<b>When</b>		<b>What</b>	<b>Who</b>	<b>Why</b>
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Jan – 1 <sup>st</sup> week	1 week prior to Spring start	Cancellation deadline for low enrolled Spring classes. Dean emails Division Chair and faculty.	Deans Council	Deadline to ensure any issues can be rectified before classes begin; deans meet to collaboratively review all cancellations to ensure a student-friendly schedule is preserved.
Jan – 2 <sup>nd</sup> week	Spring classes begin	Summer rotation process of course selection begins	Academic Coordinator	
Jan – 3 <sup>rd</sup> week	2 <sup>nd</sup> week of Spring	Deans Council finalizes debriefing current Spring scheduling concerns.	Deans VPASA	Prepare to present Spring debrief to shared governance
Jan – 4 <sup>th</sup> week	3 <sup>rd</sup> week of Spring	VPASA presents Spring debrief to Division Chairs, Learning Council, FSGC	VPASA	Communication and dissemination of information through faculty shared governance and college-wide shared governance councils
Feb – 1 <sup>st</sup> week	4 <sup>th</sup> week of Spring	Final draft of the following AY Summer schedule sent to Academic Coordinator by VPASA for encoding.	Acad. Coordinator Division Chairs Deans	
Feb – 2 <sup>nd</sup> week	5 <sup>th</sup> week of Spring; 15 weeks prior to Summer start	Assignment of full-time faculty to the following AY schedule by Deans in consultation with Faculty and Division Chairs.	Faculty Division Chairs Dean	
Feb – 3 <sup>rd</sup> week	6 <sup>th</sup> week of Spring; 14 weeks prior to Summer start		Academic Coordinator Deans VPASA	Ensure schedule aligns with academic master calendar, complies with federal/state regulations
Feb – 4 <sup>th</sup> week	7 <sup>th</sup> week of Spring; 13 weeks prior to Summer start	Summer rotation process complete and faculty are assigned to classes.	Academic Coordinator Faculty	


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Mar – 1 <sup>st</sup> week	8 <sup>th</sup> week of Spring; 12 weeks prior to Summer start	Assignment of non-UFT faculty to the following AY schedule by Deans in consultation with Division Chairs and Faculty begins.  Academic Coordinator begins auditing workloads in FWM for the following AY.  Next AY opens for viewing in e-services.	Faculty Division Chairs Deans Academic Coordinator	
Mar – 2 <sup>nd</sup> week	9 <sup>th</sup> week of Spring; 11 weeks prior to Summer term			
Mar – 3 <sup>rd</sup> week	10 <sup>th</sup> week of Spring; 10 weeks prior to Summer start  2 <sup>nd</sup> Half classes begin	Upcoming Fall registration opens per agreement or in alignment with Distance MN.	Academic Coordinator	
Mar – 4 <sup>th</sup> week	11 <sup>th</sup> week of Spring; 9 weeks prior to Summer start	Academic Coordinator sends list of current Summer course sections to be merged in D2L to D2L Coordinator.	Academic Coordinator D2L Coordinator	
Apr – 1 <sup>st</sup> week	12 <sup>th</sup> week of Spring; 8 weeks prior to Summer start			
Apr – 2 <sup>nd</sup> week	13 <sup>th</sup> week of Spring; 7 weeks prior to Summer start	Begin review summer schedule for possible cancellations		
Apr – 3 <sup>rd</sup> week	14 <sup>th</sup> week of Spring; 6 weeks prior to Summer start			

Apr – 4 <sup>th</sup> week	15 <sup>th</sup> week of Spring; 5 weeks prior to Summer start	Academic Coordinator sends list of current Fall course sections to be merged in D2L to D2L Coordinator.	Academic Coordinator D2L Coordinator	
<b>When</b>		<b>What</b>	<b>Who</b>	<b>Why</b>
<b>Timeframe</b>	<b>Significance</b>			
May – 1 <sup>st</sup> week	16 <sup>th</sup> week of Spring; 4 weeks prior to Summer start			
May – 2 <sup>nd</sup> week	3 weeks prior to Summer start			
May – 3 <sup>rd</sup> week	2 weeks prior to Summer start			
May – 4 <sup>th</sup> week	1 week prior to Summer start			
June – 1 <sup>st</sup> week	1 <sup>st</sup> week of Summer			
June – 2 <sup>nd</sup> week	2 <sup>nd</sup> week of Summer			
June – 3 <sup>rd</sup> week	3 <sup>rd</sup> week of Summer			
June – 4 <sup>th</sup> week	4 <sup>th</sup> week of Summer; 3 weeks to multi-modal (hyflex) cancellation			