**Colorado Online @ Info Session, Episode 11: Scheduling**

**Questions from the Chat**

April 17th 2023

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| **Question** | **Answer**  |
| Is this a new distribution method going into effect? | The method for distributing Colorado Online @ sections was developed in Spring 2022 to fairly distribute sections based on historical enrollment data. This same method has been used to distribute all Colorado Online @ sections.  |
| To clarify, this section assignment means that instructors won’t know if they have a course to teach until about 5 days before classes start?  | Based on historical enrollment, we distribute teaching sections to the colleges a year in advance. Colleges are then responsible for finding instructors. As with all sections, we cannot know for sure whether a section will run until we see the actual enrollment. Enrollment in pooled sections is aggregated across all colleges. Approximately 5 days before a course begins, we move students from the pool into the required number of individual teaching sections. We monitor enrollment in the pool starting 6 weeks (about 1 and a half months) before the semester starts so that we can begin predicting whether we are likely to need more/less sections than anticipated. We are working on a process for identifying in advance the order in which teaching sections will fill, which will also help with planning.  |
| How and when can department chairs/leads be part of the conversation?  | As we set up this process, we communicated through the VPAAs (Vice Presidents of Instruction) at each college, who have been using local processes to communicate with chairs and deans. This spring, we set up a SharePoint site where deans and faculty can access course distribution worksheets directly.  |
| If I understand this process, students are going to see home sections first. At what point during enrollment (number of students) will the wild card sections begin to appear to students?  | Within each part of term, all available home college sections will be listed first, plus one pooled section (if offered that part of term). All these sections can be seen when enrollment starts. Students will not see specific wild card or college-assigned sections in Banner or Navigate. Instead, students enroll in the pooled “Z” section. Those enrollments are gathered across colleges to create one large pool of enrollments that are then divided into the number of required sections (caps no more than 34). Once students are assigned to individual teaching sections (~5 days before classes start), the corresponding course shell will appear for the student in D2L (Desire 2 Learn) |
| Is the goal of an average enrollment of 25 students per section across the whole consortia?  | Yes. The goal is to reach an average of 25 students per section across the consortium, recognizing that some will be higher, some lower. |
| Is it correct that pooled courses are allocated 50 weeks (about 11 and a half months) in advance?  | Our goal is to finalize the section distribution 52 weeks (about 12 months) in advance and distribute the spreadsheet to help individual colleges build teaching sections 50 weeks (about 11 and a half months) in advance.  |
| Will students be put in home online sections before the pooled sections, such that the home online sections have more of a chance of running?  | When students register, the home college sections appear first, followed by the pooled section. Approximately 5 days before classes start, the pooled students are moved to individual teaching sections (as done for CCCOnline now). Students in pooled sections are placed in teaching sections taught by faculty from their own college if available.   |
| Is there an advantage for students to wait long enough to be assigned a pooled section? | Pilot students are responding to a survey right now regarding their experience.  |
| It is not clear who is responsible for assessment of the non-home courses. How will HLC (Higher Learning Commission) hold CCCS (Colorado Community College System) accountable for non-home courses? Who is responsible for equitable pay for those who teach non-home sections?  | Colleges are responsible for teaching and assessment within the course sections assigned to them (whether home college sections or college assigned/wild card teaching sections). The pay is set by and is consistent with teaching rates set by the teaching college. CCCS is working towards standardizing pay across colleges, but there are many considerations to work through and this will take some time.  |
| What happens when a pooled section cannot find an instructor in the 5-day window?  | Colleges are asked to find instructors in advance so that they are prepared to teach the assigned course sections prior to the 5-day window. Final confirmation on whether a course will run is given in the 5-day window based on actual enrollment. Colleges are also invited to volunteer to teach additional sections if needed.We are working on ways to more precisely predict the number of sections that will be needed based on prior enrollment and actual enrollment so that assignments can be confirmed as early as possible.  |