

IE DEPARTMENT

UW-MADISON

		Procedure Number IEP 01.1
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Subject: SEMESTER TIME TABLE PLANNING & DEVELOPMENT PROCEDURE		Date Issued January 1999
		Supersedes None
Written by: IE Chair	Approved by: IE Faculty	Review/Approved Date January 1999

1. Purpose:

The purpose of this procedure is to define the steps that the IE Department follows in planning and preparing the timetable of classes to be offered by department faculty in the fall and spring semesters.

2. Scope:

This procedure applies to IE Chair, IE Faculty and IE Department Office Staff who are responsible for and involved in developing semester timetables while considering various issues such as students' needs, departmental resources, teaching load equity, and other constraints.

NOTE 1: The Summer timetable will be planned and prepared by the IE Chair and Office Staff, and approved by the IE faculty, unless such authority has been delegated to the Chair. This procedure does not address those activities.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
<u>Other Documents</u> Curriculum 98	<u>Description of Document</u> IE Student Guide

4. Procedure:

4.1 Each semester around six to eight weeks prior to the first submission deadline for the timetable, the IE Chair requests each of the area group conveners to submit a list of instructors related to the courses for their "normal allocation by the Chair". See Note 2.

NOTE 2: First submissions for the Fall semester timetable are typically due in mid-December, and Spring semester timetable submissions are due mid-April.

4.2 Each group convener communicates with the area group members, determines a proposed list of undergraduate and graduate level courses and instructors to be covered by the group, and submits the list to the department chair within three weeks of the request. See Notes 3 & 4.

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NOTE 3: To allow our IE students the opportunity to do better course planning, the IE Department will plan on offering the following Core Program and Design Elective Courses according to the schedules shown below.

CORE PROGRAM COURSES

Course Number	Fall Semester	Spring Semester	Estimated Enrollment/Offering
IE 313	Yes	Yes	75
IE 315 *	No	Yes	100
IE 320	Yes	Yes	50
IE 321	Yes	Yes	50
IE 323 *	Yes	No	100
IE 349	Yes	Yes	50
IE 415	Yes	Yes	50
IE 466	Yes	Yes	50
Total	7	7	

* To be offered in the Summer when possible.

DESIGN COURSES

Course Number	Fall Semester	Spring Semester	Estimated Enrollment/Offering
Junior			
IE 510	Yes	No	45
IE 565	No	Yes	25
IE 564	No	Yes	30
IE 653	Yes	No	25
Senior			
IE 476	Yes	Yes	24
IE 515	Yes	No	30
IE 552	No	Yes	24
IE 616	No	Yes	30
Total	4	5	

NOTE 4: Senior Capstone Design courses section sizes should be limited to 24 students (30 students maximum) to allow for good interaction between the instructor and the students as stated on page 9 of the Curriculum 98 Student Guide.

4.3 The IE Department Chair reviews the information received from each area group convener, and works with the IE Student Status Examiner to develop a first draft of the timetable while considering such issues as students' needs, departmental resources including TA's, teaching load equity, conflicting times, and other constraints. (See Note 5)

4.3.1 If no problems are identified in the draft timetable, then go to step 4.5, otherwise proceed to step 4.4.

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NOTE 5: IE Core Program Courses should ideally only be taught by IE faculty.

- 4.4 The IE Department Chair discusses the problems with the affected conveners and/or IE Faculty to resolve the issues and complete the first draft of the timetable.
- 4.5 The IE Student Status Examiner submits the first draft of the timetable by the deadline for the initial submission, and updates the timetable as minor changes are made, consulting with the IE Chair as appropriate.
- 4.6 The semester timetable is put forth for approval by the IE faculty.
 - 4.6.1 If the timetable is approved, go to step 4.8, otherwise proceed to step 4.7.
- 4.7 The IE Chair revises the timetable based upon the concerns of the IE Faculty. Go to step 4.6.
- 4.8 The IE Student Status Examiner submits the final approved version of the timetable by the deadline for the final updates. See Note 6.

NOTE 6: Final submissions for the Fall semester timetable are typically due in late February, and Spring semester timetable submissions are due early October.

END OF PROCEDURE