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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 01.1
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Subject:	Semester Timetable Planning and Development Procedure
Date Issued:	April 20, 2012
Supersedes:	December 2007
Written by:	ISyE Academic Affairs Cluster
Approved by:	ISyE faculty members at April 20, 2012 department meeting
Review/Approved Date:	April 20, 2012

1. Purpose:

The purpose of this procedure is to define the steps that the Department of Industrial and Systems Engineering (ISyE) follows in planning and preparing the timetable of classes to be offered by department faculty members in the fall and spring semesters.

2. Scope:

This procedure applies to the ISyE Chair, the Associate Chairs, the ISyE faculty, and the student services coordinator(s) who are responsible for and involved in developing semester timetables, taking into account students' needs, departmental resources, equity of teaching load, and other constraints.

NOTE 1: The summer timetable will be planned and prepared by the ISyE Chair and the student services coordinator(s), and approved by the ISyE 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 Fall 2008	ISyE-Coverage spreadsheet
ISyE Student Guide	ISyE-Schedule spreadsheet

4. Procedure

- 4.1** Each year, in September, the ISyE Chair requests the Academic Affairs Cluster to submit a list of courses and instructors for both semesters of the following academic year ("Year 1"). In addition, Academic Affairs is requested to review and revise the draft list of courses and instructors for the next year ("Year 2"), and to generate a comparable proposed list for "Year 3." See Notes 2 and 3.

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NOTE 2: The initial call for the fall semester timetable is typically due in mid-December, and spring semester timetable initial call is mid-August.

NOTE 3: The ISyE-Coverage spreadsheet should be used by the Academic Affairs Cluster to guide the process of generating courses and instructors for the upcoming year. The Cluster is responsible for updating the document with the proposed list for “Year 3”.

4.2 The Academic Affairs Cluster communicates with the conveners of the various area groups, consults with the student services coordinator(s), determines a proposed list of undergraduate and graduate-level courses and instructors for the next three academic years, and submits that list to the ISyE Chair within one month of the request. See Notes 3 and 4.

NOTE 4: The goal is to offer all required undergraduate courses every semester if possible, and to ensure good availability of senior design in both semesters. Likewise, designated quality electives should be available in both semesters.

4.3 The ISyE Chair and Associate Chairs review the information received from Academic Affairs, and work with the ISyE student services coordinator to develop a first draft of the timetable, taking into account students’ needs, departmental resources (including TA availability), equity of teaching loads, the need to avoid conflicting course 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.

NOTE 5: The spreadsheet document ISyE-Schedule provides a template for a (fixed) schedule of classes that are offered every semester. The schedule adheres to the following suggested principles for timetable development:

- Every required course should be offered at the same time on the same days of the week every semester.
- Every lab or discussion section should be offered at the same time on the same days of the week every semester.
- There should be no schedule overlap among required courses and design courses.
- There should also be no overlap of required courses with Statistics 311 and 312.
- Faculty members who teach more than one required course should be able to teach on the same days (i.e., Monday/Wednesday or Tuesday/Thursday), regardless of which course they are teaching in a given semester, to ensure predictability of faculty members’ teaching schedules.
- Ideally, faculty members who also teach electives should be able to teach those courses on the same days of the week as their required courses.
- There should be no three-hour courses below the 500 level.
- Courses should not be scheduled on Friday afternoons, to keep that time available for faculty meetings, colloquiums, student orientations, social events, etc.
- There should ideally be one, three-hour block during the week in which no classes are scheduled (in addition to Friday afternoons), to give students time for team meetings.

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- 4.4** The ISyE Chair discusses the problems with the affected ISyE faculty members to resolve the issues and complete the first draft of the timetable.
- 4.5** The semester timetable is circulated for review and approval by ISyE faculty members in November.
- 4.5.1 If no changes to the timetable are identified, go to step 4.7; otherwise, proceed to step 4.6.
- 4.6** The ISyE Chair revises the timetable based upon the concerns of ISyE faculty members. Go to step 4.7. See Note 6.
- NOTE 6:** To allow ISyE students the opportunity to do better course planning, the ISyE department will post the proposed list of course offerings by semester for at least the next two years (“Year 1” and “Year 2”), not necessarily including instructor names.
- 4.7** The student services coordinator 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 ISyE Chair as appropriate.
- 4.8** The student services coordinator submits the final approved version of the timetable by the deadline for final updates. See Note 7.

NOTE 7: Final submissions for the fall semester timetable are typically due in February. Final submissions for the spring semester timetable are due in late September or early October.

End of Procedure