

Blueprint and College-Wide Master Schedule
MEMORANDUM OF UNDERSTANDING

The College of Marin Academic Senate and the College of Marin administrative leadership agree that the following statement reflects a mutual understanding that the Education Master Plan and department, discipline, or program blueprints should inform decisions regarding the frequency, time and day of courses offered through a college-wide master schedule.

I. *What is a department, discipline, or program blueprint?*

The blueprint is an inventory of the courses offered through a particular department, discipline, or program. The blueprint maps out a two year plan for the offering of courses according to the goals of the department, discipline, or program as outlined in the Education Master Plan and according to student needs for completing educational programs in a timely manner. Faculty members in each department, discipline, or program are responsible for developing a blueprint according to what they consider the optimum plan for offering courses. As such, a blueprint helps insure that students can meet their academic goals in a reasonable amount of time. Emphasis should be given to courses required for transfer, COM degrees, and certificates. The Vice President of Student Learning, working with the Blue Print Task Force uses the blueprint to create the master schedule of all courses within a particular pathway.

II. *Who will develop the department, discipline, or program blueprint?*

It is within the purview of the faculty of College of Marin to develop the blueprint for their department, discipline, or program. Review of the blueprint is an ongoing process open to modification and improvement. The blueprint should be revisited and potentially revised every two years based upon program reviews, student success data, certification requirements, student enrollment and college resources.

III. *What is a college-wide master schedule?*

The master schedule uses the department, discipline or program blueprints to coordinate the offering of all courses within a particular pathway. The college-wide master schedule goes beyond the coordination of course offerings within disciplines and provides coordination across the entire pathway. A college-wide master schedule:

- 1) Is student-need based and makes it possible for students to take a full load of courses and complete their program within a reasonable amount of time
- 2) Mitigates underutilized college facilities by balancing classes across a block schedule
- 3) Can focus on the outcomes of each pathway in planning course schedules
- 4) Offers faculty, deans, and the Vice President of Student Learning an opportunity to review the entire schedule in relation to ease of student completion, use of space, and impact on the efficient functioning of each pathway.

IV. *Who will oversee the creation of the Blueprints and Master Schedule?*

The Vice President of Student Learning, working with the Blueprint Task Force will oversee the preparation of the Blueprints and prepare the master schedule. The Task Force shall include managers and faculty, including counselors, selected on the basis of their knowledge of the pathways and students' educational plans.

