

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.

V. *How will the blueprints and the college-wide master schedule be used?*

- 1) Guiding principles for creating blueprint plans shall be prepared and approved by the Academic Senate with input from the Curriculum Committee, the Counseling Department and the Vice President of Student Learning. The guiding principles will, among other priorities, address under-enrolled but vital courses and high priority courses.
- 2) When preparing the blueprint for their department, discipline or program, the chairs and the department faculty should determine criteria for a well balanced schedule that efficiently allows students to reach their educational goals. The criteria are based upon the guiding principles prepared by the Academic Senate. The blueprint clearly lays out a sequence of courses over a two year timeframe. Attention should be given to expanding key course offerings over a broad set of scheduling blocks. Particular attention should be given to late afternoon and night blocks over the course of the week so that evening students can schedule a larger load of courses.
- 3) For each semester in the two-year sequence, departments, disciplines, and programs will create an overview or grid of their courses showing times and the course purpose, e.g. major requirement, prerequisite, IGETC area, etc. Departments will collaborate in order to avoid scheduling conflicts with key courses.
- 4) The deans will review the blueprints, which will be submitted to the Vice President of Student Learning and the Blueprint Task Force. Deans may make recommendations to department, discipline or program faculty but the final decision regarding the blueprint plan rests with the faculty.
- 5) The Vice President of Student Learning working with the Blueprint Task Force will prepare the college-wide master schedule using information from Banner and the department, discipline, or program blueprints and will identify transfer courses (major pres, GE, IGETC, CSU/UC), degree, career courses (certificates, external certification requirements), and COM major requirements. The Blueprint Task Force will aggregate and assess scheduling conflicts for all departments, disciplines, or programs and working with chairs and deans, make corrections to scheduling as needed.
- 6) The college-wide master schedule will be reviewed by the counselors, department chairs, and the deans prior to finalizing by the Vice President of Student Learning.
- 7) The master schedule once finalized by the Vice President of Student Learning will be distributed to department chairs and deans. The establishment of the final master schedule is an aspect of the scheduling responsibilities of the administration.
- 8) The master schedule will be submitted to the Planning and Resource Allocation sub-committee on unit allocation to assess unit allocation needs.
- 9) Additional allocation of units may be recommended by the sub-committee on unit allocation in order to meet the master schedule requirements. (Departments, disciplines, or programs will address their blueprint requirements when requesting a complement of units during the Program Review process.)
- 10) OIM will prepare reports about adherence to blueprints and provide these reports to the Academic Senate and the Vice President of Student Learning on an ongoing basis.

**VI. What will be the recommended criteria when considering the allocation of units?**

All departments, disciplines, or programs should justify the offering of courses according to the following criteria:

- The Mission of the College
- Program Review outcomes and data
- Longitudinal Enrollment Data
- Emerging occupational and academic opportunities
- Student surveys
- Scheduling surveys
- Courses and units included on the blueprint
- Courses that fulfill major prep\*
- Courses that fulfill GE transfer requirements\*
- Courses that fulfill career certificate requirements\*
- Courses that fulfill COM degree requirements\*


\*Requires historical data or other documentation of students' actual interest


**VI. How will this process be followed, monitored, or evaluated?**

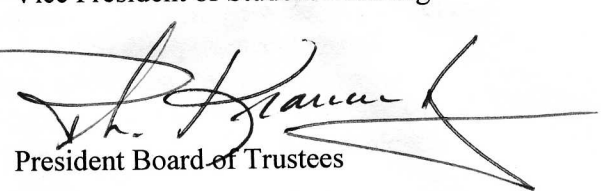
The District faculty, administration, and board of trustees are committed to honoring recommendations that come from this process. The process will be transparent and thus allow input from constituent groups. Blueprints will be evaluated using student data, Program Reviews, and other assessment tools. Annual assessment reports will be provided by the Vice President of Student Learning.

Approved by the College of Marin Academic Senate on August 27, 2009.

  
President Academic Senate

  
Vice President of Student Learning

  
College of Marin Superintendent/President

  
President Board of Trustees