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## DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

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<b>Subject:</b>	<b>Semester Timetable Planning and Development Procedure</b>
Date Issued:	09/20/2019
Supersedes:	April 2012
Written by:	ISyE Academic Affairs Cluster
Approved by:	ISyE Faculty members
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### 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 and instructional staff 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, the Associate Chair for Undergraduate Affairs, 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>	
Sample Academic Year Timetable	ISyE-Timetable spreadsheet

### 4. Procedure

4.1 Each year, in September, the ISyE Chair requests the ISyE faculty and instructional staff to submit a list of courses they plan to teach for both semesters of the following academic year. See Note 2.

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

4.2 The ISyE Chair and Associate Chair for Undergraduate Affairs communicate with the ISyE

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faculty and instructional staff, consult with the student services coordinator(s), and determine a proposed list of undergraduate and graduate-level courses and instructors for the next academic year. See Note 3.

**NOTE 3:** The goal is to offer all required undergraduate courses every semester if possible. Likewise, an adequate number of designated technical electives should be available in both semesters.

4.3 Each semester, the ISyE Chair and Associate Chairs review the information received from ISyE faculty and instructional staff, and work with the ISyE student services coordinator(s) to develop a first draft of the timetable for the same semester (i.e., fall or spring) of the following academic year, 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 4.

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 4:** The spreadsheet document ISyE-Timetable provides a template for a schedule of classes that are offered every semester plus a selection of graduate-level and elective courses that are offered every academic year. The schedule adheres to the following suggested principles for timetable development:

- There should be no schedule overlap among required courses and design courses, apart from courses that are prerequisites for the design course.
- 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 lectures longer than the standard 75-minute lecture block unless an academic justification is given and approved by the ISyE Chair and Academic Affairs Cluster.
- Courses should not be scheduled on Friday afternoons, to keep that time available for faculty meetings, colloquiums, student orientations, social events, etc.
- Conflicts should be minimized as much as reasonably possible. The priority for resolving conflicts is as follows:
  - Required undergraduate courses should not conflict (unless one course is a true prerequisite for the other)
  - Popular technical elective courses should not conflict with advanced required undergraduate courses
  - Required undergraduate courses should not conflict with other required courses (in particular: statistics, physics, and computer science courses) whenever possible
  - Elective courses should minimize conflicts that would negatively impact graduate students

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- 4.4 The ISyE Chair and Associate Chair for Undergraduate Affairs discuss the proposed timetable with the affected ISyE faculty members and instructional staff 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 and instructional staff in early November for the fall semester of the following academic year and in April for the spring semester of the following academic year.
- 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 and Associate Chair for Undergraduate Affairs revise the timetable based upon the concerns of ISyE faculty members and instructional staff. Go to step 4.7. See Note 5.
- NOTE 5:** 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, not necessarily including instructor names.
- 4.7 The student services coordinator(s) submit 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 and Associate Chair for Undergraduate Affairs as appropriate.
- 4.8 The student services coordinator(s) submit the final approved version of the timetable by the deadline for final updates. See Note 6.
- NOTE 6:** Second call for the fall semester timetable are typically due in February. Second call for the spring semester timetable are due in late September or early October.

**End of Procedure**