

## Functions/Responsibilities of Schedule of Classes at Northern Arizona University

### Delivery, Integrity, Training, and Research

- Build classes for academic units. Mindful of ABOR and NAU policies, and in service to students and units, review and apply rule-based standards for clarity and consistency
- Produce NAU's Fall and Spring class schedules, including 40+ Data Integrity checks
- Produce reports for executive, administrative, and inter-office use
- Manage requests from units for new builds and post-publication changes via the Qualtrics form environment
- Throughout each year, run extensive tests in PeopleSoft for *Updates and Features*, *Modifications*, and *System Errors*
- Create system documentation
- Collaborate to establish system-wide scheduling processes, identify issues, find resolutions
- Train academic departments on class scheduling
  - Guide academic departments through the processes surrounding class-schedule data
  - Document scheduling needs and nuances for all academic units
- Meet with units to discuss changes and initiatives
  
- Pre-review new courses and course changes prior to curriculum committee meetings
- Create new course topics
- Manage aspects of Summer/Winter Flagstaff-Mountain classes
- Update the Final Exam Schedule
  
- Continue implementing Centralized scheduling
- Continue implementing Multi-term scheduling

### Utilization and Facilities (Fully Integrated with Above)

- As part of the Classroom Utilization Committee, review facility change requests and approve if admissible (e.g., within guidelines; inventory permitting)
- Work to improve facility utilization and class availability (goal: student access to essential classes)
- Monitor and maintain building and facility data in LOUIE and 25Live
- As part of the Classroom Utilization Committee, review facility change requests and approve if admissible (e.g., within guidelines; inventory permitting)
- Assign classrooms via 25Live and manual processes
- Review/Vet add-on software products that may work with LOUIE and 25Live