

Chairs/Deans, review each item below, check the box, sign the bottom of the form and return it with your galley redlines.



Division: _____



I reviewed the scheduling rules and instructions.



If any Vice Chairs or other assistants are responsible for galleys, I have shared with them all the rules and instructions, and have reviewed their submissions.



I have reviewed all the disciplines/sections under my division.



I considered the Allocation, FTES and FTEF analysis worksheets when scheduling classes.



I coordinated the class schedule with curriculum mapping to ensure all courses required for a program are being offered.



I reviewed all course titles, transferability and units for accuracy; contacted the administrative aide for curriculum about any inaccuracies, and noted them on the galleys.



I have reviewed all course descriptions including pre and co-requisites, and redlined changes on the galleys.



I reviewed all the coding for fees/exemptions, open entry, DSPS and SFP designations.



For every new section requested, I verified that the course exists and is active (on ESC); and I filled in all required data fields on the "New Section Request" form.



If offering sections under ACT, Online, POPP, Puente, Black Scholars or any other special program, I coordinated my scheduling with the Program Directors before redlining any changes on the galleys. All redlines were submitted on the galley pages or "New Section Request" form (not on the summary pages).



I have noted on the galleys any on-campus requirements for online sections (e.g. on-campus exams, required orientations...). I understand that on-campus requirements will make the class a hybrid.



I checked the enrollment limit for all sections.



I checked the start and end dates of all sections.



I verified that the start times of all sections adhere to the standard WLAC Time Templates grid.



If any start times do not adhere to the standard WLAC Time Templates grid, I have noted the specific reason why that section needs to start at a nonconventional time.



I have addressed the sections that are over or under scheduled by more than 5%.



I confirmed all teaching assignments with the instructors.



I reviewed/attached Work Block/Load Summary Forms for all regular faculty and total FTEF for adjuncts.



I reviewed and attached the Load Banking Forms for all faculty who are banking hours.



I have updated and attached the Seniority List for all disciplines in my division and notated the reason for any assignments that don't follow the listed rankings.



I received prior approval from the Dean for any sections listed as "Staff."



I have reviewed all room assignments, but understand that conflicts may require reassignment.



I addressed all outlined comments/questions on the galleys.



I have kept a copy of my galley submission for my records.

Chairperson's signature

Dean's signature