



Michele Bresso <mbresso@gavilan.edu>

7/10/17 ☆



✉ to Jane, Debbie, Janet, Johanna, Christina, Scott, Nicole, Arturo, Nikki, Douglas, Ken, Jennifer, Carlton, Marc, Pat, Leslie, Rosa, Phillip, Fran, Sherrean, I

Esteemed Colleagues,

During the recent few Department Chairs meetings, we discussed the need for finding solutions to help students complete educational plans by improving our class scheduling process. You asked for a way to participate with guidance from me, and you selected a day to do it: August 22. I'm excited to follow up on your request this with invitation to participate in the Gavilan Scheduling Summit, on campus August 22 from 9 a.m. to 3 p.m. (RSVP required...see below)

The goal of the event—the day's deliverable—is a set of guidelines to inform how we create the spring 2018 schedule of classes. Lunch will be provided, and a stipend at the meeting rate will be paid to faculty not working under contract on this day.

During the Scheduling Summit, we will:

- Hear from a student panel
- Learn about student scheduling needs
- Analyze data to inform our decisions about what classes to schedule and when to schedule them
- Collaborate with colleagues from departments whose classes are critical to students majoring in our disciplines as a means of creating a more direct path for student completion
- Establish guidelines for scheduling to reduce conflicts and offer courses to meet timely completion of degrees and certificates

The meeting will begin in BU 120, and we'll have full use of the adjacent computer lab should you wish to look up data or review other planning documents available online.

Your attendance at this event is critical to its success. Please do plan to come and collaborate on this foundational work as a prelude to paving a clearer path for Gavilan College students to complete and succeed.

RSVP (yes or no) to Pilar Conaway [pconaway@gavilan.edu] no later than July 28.

I'm very much looking forward to working with you on this important step to assisting our students!

Michele

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