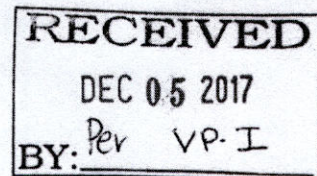


## Scheduling Requirements for TBA Classes



Christina Espinosa

As a result of numerous audit findings for a majority of TBA courses, and at the request of our Chancellor's Cabinet, all TBA courses will now need to submit the following before being scheduled.

### **Required Documentation:**

- Official Course Outline
- Detailed Green Sheet (must show uniform hours each week for the entire quarter. Must show actual dates and time.)
- Detailed information regarding mandatory attendance requirement during the first week of the quarter.
- Green Sheet must show the process for adding courses during the **first week only** and must state in writing that there are no adds beyond the first week.
- Calendar of meetings with division dean (every 3 weeks) to go over the record keeping.
- Notation of accounting method
- Notation of established seat count
- Notation of three year enrollment numbers for course

All documentation above must be submitted to your division dean. Each dean will be then be responsible for going over the material and assuring its readiness before forwarding the material to the Vice President of Instruction.

The Vice President of Instruction will then coordinate (through the division dean) a meeting with senior staff that will include the faculty and dean to review the material submitted.

If the material is supported by senior staff, the President will then take the material to Chancellor's Cabinet for final approval.

**Or, if any current TBA course would prefer to list actual dates and time, then they can just change the accounting method to weekly census (like almost every other course on our campus).**