

## Recommendations for Quarterly Class Schedule

The quarterly class schedule is one of the college's most important tools for promoting classes and communicating with local communities in Kitsap and Mason counties. For the past three years, the schedule has been growing with new sections, increased class detail, and longer class descriptions.

In early May, Jennifer Hayes and Joanie Pearson from the Communications staff and Sandy Smith and Gloria Martin from Instructional Support Services (all of whom work closely on the day-to-day aspects of the schedule) met to discuss the increasing page count of the class schedule and provide recommendations for sustainable growth of the schedule.

The recommendations of the Communications Department and Instructional Support Services are to develop short-term and long-term solutions as follows:

### **Recommendation 1:**

Eliminate Information to Keep Pace with Growth of Schedule (and maintain current size)

#### **OPTION 1:**

- **List Only Class Title in Quick Reference Sections.**
  - Remove references to time, day, location, faculty, credits, and item number as these are available in main class section.
  - Refer users back to main class section for additional class detail.
  - Schedule would be reduced by 7 pages (16 pages for summer/fall) with no other adjustments.

**Total reduced: 7 pages (16 pages reduced for Summer/Fall)**

#### **OPTION 2:**

- **Delete Information Section of Schedule.**
  - Contains Safety and Security Info., Parking, Public Transportation, Class Locations (with maps), OC Bremerton map, and OC telephone directory

#### **Delete Additional Programs and Services Section.**

- Contains listing of student services at Olympic College campuses and sites.

#### **Eliminate Class Table of Contents**

- Lists all classes in schedule in beginning of classes section (add to main table of contents page)

#### **Maintain class descriptions and special instructions at approximately 30 words.**

(The longest special instructions in the schedule are 279 words. NOTE: Class descriptions are approved by IPC and would follow their meeting times.)

**Total reduced: 8 pages (NOTE: An additional 3 pages can also be reduced by deleting Adult Education section and replacing with Adult Education orientation as in previous schedules.)**



**Recommendation 2:**

**Establish College Process for Adding New Sections, New Class Detail**

As the schedule is a multi-faceted publication involving multiple divisions and departments, requests for new information needs approval by more than one level. Currently, one department/division makes a request for new sections or new class detail and the request is added to the schedule. This process:

1. Creates additional pages to accommodate a request without a review of staffing or budgets to meet a request
2. Provides that any request is accommodated without a review of the priority level by the college

The recommendation of Communications and ISS is:

Staff would make a request to their Dean or Director for new or expanded information in the schedule.

The approval would be reviewed and approved by the Vice President of the department's division.

After VP approval, the Executive Director of Institutional Advancement would provide approval of Communications staffing and budget to create additional sections or pages.

Following approvals, Communications and ISS would make additions to schedule.

**Recommendation 3:**

**Develop Schedule Development Planning Advisory Group**

The recommendation of Communications and ISS is to form a planning group, made up of stakeholders throughout the college and community.

The group would meet quarterly to plan needs of schedule for the following academic year and investigate how OC's schedule should be structured based on current schedule practices and upcoming trends in higher education and audience reading preferences.

Based on the above recommendations, Communications and ISS believe the schedule will have more flexibility for growth as well as create a fair and balanced review process for new class information.

Respectfully,

Jennifer Hayes  
Joanie Pearson  
Gloria Martin  
Sandy Smith