

# Fall 2021 PAR Report for Guided Pathways

**Can a student who is working toward the degree(s)/certificate(s) in your area take all their required courses for this program: 1) during the day or 2) in the late afternoon/evening/weekend or 3) online? What changes would be needed to ensure access for students in all three scenarios?**  
(Q74)

57 Responses

Program/Area Name	Can a student who is working toward the degree(s)/certificate(s) in your area take all their required courses for this program: 1) during the day or 2) in the late afternoon/evening/weekend or 3) online? What changes would be needed to ensure access for students in all three scenarios?
Administration of Justice	Due to Covid restrictions, the answer is yes as of Spring 2020. We intend to continue developing creative solutions to ensure student access, including hybrid and online offerings.
Anthropology	Students can take courses: 1) during the day or 2) in the late afternoon/evening/weekend or 3) online
Architecture	Architecture program offers all #1, 2 & 3 options on the schedule.
Art	No, we need for FTE to support our evening classes
Art History	Yes
Astronomy	N/A
Automotive Technology	Yes, we cycle all classes between day and evening offerings nearly every semester or every other at the most. We only have limited classes that can 100% online due to the practical nature of our discipline.

Program/Area Name Can a student who is working toward the degree(s)/certificate(s) in your area take all their required courses for this program: 1) during the day or 2) in the late afternoon/evening/weekend or 3) online? What changes would be needed to ensure access for students in all three scenarios?

Business It depends on the program as we offer 3 degrees and 18 certificates. All programs can be completed online. Not all programs can be completed in the day or in the late afternoon/evening. Many of our specialized and professional programs (certificates in Enrolled Agent Exam Preparation, CPA Prep, Health Care Administrator, HR Assistant, Project Management) are offered exclusively online. That works for our student population. Our more “traditional” AS-T and certificate on business Administration can be completed in all three scenarios listed above. We do need to be careful to preserve our very limited evening offering. Project Management is offered as a hybrid in the evenings because of a need for a lab that the students can use for creating projects using software tools. Losing Building 300 has impacted our offering of Project Management classes as we lost our lab.

Chemistry Most of our chemistry courses are offered in both morning and afternoon sections. A few of our majors courses are offered in the evening.

Communication Studies As we incorporate more online courses while planning to return to some on campus learning, we have mapped programs that would allow for students to take all their required courses in a manner that fits their schedule. The exception would be some more specialized courses that are only offered every other semester or only once every two years and are usually only offered as one section. To ensure access in all three scenarios, there would have to be more sections of our specialized courses offered either (a) more frequently or (b) at least two in a particular semester. This would also require faculty qualified to teach those courses.

Computer Application Systems They can take the course during the day and online TBA.

Computer Science Most transfer sequence courses are taught during the day. There is currently only one section of CSCI 20 taught at 6:30pm. A second (daytime) section of CSCI 20 would allow students to fulfill all transfer requirements via daytime sections. CSCI does not favor a fully online degree at this time, since CSCI 14, CSCI 15 and CSCI 20 include lab components that are best taught in a physical classroom. It may be beneficial to offer one or more hybrid sections of these courses however, to give students more flexibility.

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Dental Hygiene All required courses in the dental hygiene curriculum are offered during the day and in the late afternoon.

Digital Media We can't offer enough evening courses to support a primarily evening student. We have never had enough enrollment to meet productivity at Chabot College while offering classes for both traditional students, and evening and weekend students. Currently traditional day and afternoon students are primarily the students we are able to serve.

Dual Enrollment Our class times are determined by the school site.

Early Childhood Development The ECD department has modified the courses based on students needs. We have similar courses taught in different modalities such as in-person, distance learning (fully online and/or hybrid). We also offer courses during the day, evening and Saturday. There are some accommodations done for some ECD courses that require practicum experience. For example, ECD 63 and ECD 90 courses have a synchronous lecture and in-person lab that can be completed with a mentor teacher, in a licensed ECD program, and/or at Chabot laboratory school. A student can take most of their required courses in the evenings/weekends. We offer a few introductory courses during the day; many of our students, once they complete those courses, begin teaching in a preschool and therefore are only able to take courses in the evening, on weekends or online. Therefore, offering all of our core courses during the day would be impractical. We also do not have the available faculty, as our part-time instructors themselves are working during the day and unavailable for daytime classes. While our lab courses (ECD 63 and ECD 91) have been successfully taught online during the pandemic, best practice for these courses demands hands-on experience under the supervision of faculty in a Lab School setting or under the supervision of a mentor. They will only be taught completely online in the future in emergency situations. We have created a format that allows for the lecture portions of this course to be taught in a synchronous Zoom lecture. ECD 79, Teaching in a Diverse Society, optimally should be taught face to face as the subject matter can be quite sensitive and requires a good deal of scaffolding. We might design a hybrid/synchronous version of this course going forward.

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Early Childhood Development Lab School	N/A
Earth and Environmental Sciences	N/A
Economics	Yes
Electronic Systems Technology	1) during the day = NO; 2) in the evening = YES; 3) online = NO Changes needed for all 3 scenarios include increasing enrollment, faculty, staff
Emergency Medical Services	YES

Program/Area Name	Can a student who is working toward the degree(s)/certificate(s) in your area take all their required courses for this program: 1) during the day or 2) in the late afternoon/evening/weekend or 3) online? What changes would be needed to ensure access for students in all three scenarios?
Engineering	<p>1. Yes, however, there are two classes that have jeopardized students earning certificates, MTT 70 and ENGR 15. ENGR 15 has been cancelled until this semester due to low enrollment. MTT 70 is not offered regularly. We will need to have ENGR 15 offered every fall semester and MTT 70 should be offered in either fall or spring and during summer. 2. No To be able to fully complete this degree program in late afternoon/evening/weekend, we would need additional faculty in order to offer classes simultaneously. More critically, we would need the classroom/lab space to offer classes on evenings/weekends. As is, engineering classes are scheduled M-F from 8am through 7pm in order to have the space available for our required computer and engineering labs, and to compress that into evenings/weekends would not be possible with the amount of computer space and lab space/equipment we currently have. It is possible that strategic scheduling (i.e. alternating offerings between morning and evenings by semester) would help, but this would require substantial scheduling on behalf of co-courses in math and physics. 3. No-All classes and instructors must be approved through the COOL process.</p>
English	<p>We have found a schedule that works for creative writing students and for our composition courses. Our literature courses have been hard to offer equal access as they have been reduced and many are on rotation. What's more, after COVID Distance Ed is over, the two core Lit courses for the AA-T (41:World Lit and 35: American Lit) are always offered in person during the day). We'd need to rotate or offer multiple sections a year to cover these times and modalities. If we keep rotating the other Lit classes a student might be able to gather enough units overall to earn an AA. Prior to COVID Distance Ed this would not have been possible.</p>
English as a Second Language	<p>We have 2 sections of each core cores, one in the day and one in the evening. We are making the transition to offering the evening classes as either hybrid or online. The last course in our sequence, ESL 15B, only has one section. This is offered online so that all students can have access to it.</p>
Entrepreneurship	<p>We used to offer ENTR1 in the evening but had to cut the class due to budget constraints. I would like to bring this offering back as a synchronous course.</p>

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Ethnic Studies	ES majors can meet required classes by taking classes during the day and some courses are available online (more options in summer). More Ethnic Studies courses need to be added and another full-time Ethnic studies faculty needs to be hired, who can teach Ethnic Studies courses that emphasize different areas of expertise than the current full-time Ethnic Studies faculty.
Film	We can't offer enough evening courses to support a primarily evening student. We have never had enough enrollment to meet productivity at Chabot College while offering classes for both traditional students, and evening and weekend students. Currently traditional day and afternoon students are primarily the students we are able to serve.
Fire Technology	Depending on the Fire career pathway, Fire Academy students can complete all requirements during the day, and Fire Prevention Inspector students could complete all requirements on evenings and weekends. Based on the historical offering of Fire Technology classes, we found that the Fire Technology 4, 5, and 6 classes have better enrollment at night, and poor enrollment in mornings. The Fire Technology 3 can be offered in Fall and Spring semesters, but needs to be mornings in Fall and evenings in Spring for best enrollment. The Fire Technology 1 day class works best in Summer and Fall, and the Fire Technology night class works best in Fall and Spring semesters. The Fire Technology 2 class works best with day and night offerings in Fall, but only night offerings in Spring. All of these classes have hybrid online options. The pre-Academy, the Fire Academy, and the Fire Fitness courses are in-person offerings and are scheduled around the Emergency Medical Services (EMS) classes to prevent overlap since fire students are also in EMS classes.
Geography and Environmental Studies	1.)Yes 2.) No 3.) No We would need to offer majors classes 2x/yr with half online. We are currently only offering most of them 1x or less so we opt for in-person.
Health and Nutrition	Yes, they can.

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History Serious scheduling changes would have to be made for students to fulfill all required courses in the evening. Most of the first-year courses in math and English offer this flexibility, but many other disciplines do not. Especially with increased reliance with online courses filling the role of classes for students who need more flexible scheduling, the number of evenings, and especially weekend, classes has declined significantly. Many of the courses in the history discipline are offered in the evening, but not all. For completing everything online easily and with some flexibility for the students, we need to offer some more courses online, such as History 1, 2, 3, and perhaps the Latin American series, Women's History series, and African American History series

Humanities, Philosophy, and Religious Studies Yes, our program offers sections for students with all of these preferences.

Industrial Technology N/A

Interior Design Interior Design program offers all #1, 2 & 3 options on the schedule.

Kinesiology and Athletics No...many of our Kinesiology majors are unable to take Lab classes due to conflicts with practice and games. Most Labs are only offered in the afternoon. It would be helpful to have more Labs offered in morning.

Life Sciences  Health Science = Yes Day + Evening  Biology = Yes Day, Maybe Afternoon/Evening? - what chem/physics/math is in the evening?  These programs cannot be completed online because of the need for in person labs.

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Machine Tool Technology	No students can not complete the programs/s during the day. Yes late afternoon evening, no on weekends, and no online
Mass Communications	Yes, a student who is working toward a degree in Mass Communication can take all of the required courses during the day. No, a student who is working toward a degree in Mass Communication cannot take all of the required courses in the late afternoon/evening/weekend. 3) No, a student who is working toward a degree in Mass Communication cannot take all of the required courses online. In order for all of the above options to be true, we would need to offer more sections and hire additional instructors.
Mathematics	N/A
Medical Assisting	Program could never be offered entirely online, however we are transitioning to a hybrid model which has been working. The proposed new cohort was slated to occur nights and weekends to accommodate working students and other students who are unable to attend during the day.
Music	Can not be fully online per NASM accreditation standards.
Music Recording and Technology	No, Online offerings, additional staffing would be needed.
Nursing	All the same as before COVID
PACE	Since our program serves students who are full-time working adults, all our classes are offered either in the evening or online.
Paralegal Studies	Due to Covid restrictions, the answer is yes as of Spring 2020. We intend to continue developing creative solutions to ensure student access, including hybrid and online offerings. If we had enough FTEF a student could complete the entire certificate in ONE year.



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Photography	No, only #1 is applicable. Lower cap numbers would be necessary to run courses in the evening or weekend. And some courses such as 'Darkroom Photography' don't work online.
Physics	To make it through Physics 4ABC and 5 (the core courses for a Physics major, and those taken by many Engineering students), students must attend during the day only. We do not have the demand, nor the faculty, to offer our calculus-based physics sequence at night or on weekends. And with the labs required, we cannot offer the program online or in a hybrid format. To complete the Physics 3AB program, students may attend either mornings or evenings. We have in the past had to cancel the evening section of Physics 3B because of very low enrollment, as few students continued after 3A. We are hoping that increases in the Biology/Allied Health enrollments will continue to bring enough students to Physics to fulfill requirements, and justify keeping both daytime and evening sections.
Political Science	Students can take all required courses either during the day or online. We hardly offer courses in late afternoons or evenings because they do not fill (POSC 12 being the exception due to high attendance amongst CSUEB students).
Psychology	Many Psychology courses are offered at various times and in different formats. There is, of course, a tension between enrollment management and range of schedule. The most obvious, perhaps, is the decreasing student demand for evening classes. The full courses and high productivity indicated above result from offering courses mostly during prime demand times and days, and asynchronous online. Many times over the years we have moved the same course and same instructor to a non-prime time and watched enrollments decrease by 30 to 50% or more. Note: I am referring to sections that were moved not sections that were added.
Psychology Counseling	Yes
Real Estate	The real estate student has the option of completing a portion of required courses during the day and online, or 100% online. The vast majority of the students prefer online courses with access to faculty during the day as needed for topic specific explanations. Most of the students in the program are working adults and are not able to attend classes during the day as that would conflict with their work schedule.

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Sociology	Students can take all our courses during the day and online. Out of all sociology courses, only SOCI 1 is offered in the evenings due to low student demand. Very few students are interested in completing all the courses in the evening.
Theater Arts	We would need to offer more courses and more sections.
Umoja	N/A
VP Office of Academic Services	N/A
Welding	Yes, students have the ability to take all critical courses in either the day, evening or on Saturdays. We have no courses that are completely online.
World Languages	All current WL courses are offered via DE asynchronously allowing students schedule flexibility needed for our 5 and 4 unit courses with 1 hour lab to work toward completion of degrees and/or certificates.

**How are you collaborating with other disciplines with whom you share students to ensure that your schedules are not conflicting, so that students with specific educational goals can take the courses they need to finish in a timely fashion? Please discuss the discipline(s) with whom you already collaborate, as well as any discipline(s) with whom you would like to start collaborating. (Q75)**

57 Responses

Program /Area Name	How are you collaborating with other disciplines with whom you share students to ensure that your schedules are not conflicting, so that students with specific educational goals can take the courses they need to finish in a timely fashion? Please discuss the discipline(s) with whom you already collaborate, as well as any discipline(s) with whom you would like to start collaborating.
Administration of Justice	We collaborate regularly with Paralegal Studies, holding joint events and workshops and cross-listing courses. We also coordinate classes so they do not overlap. We would like to coordinate more with Fire Technology and EMS.
Anthropology	Students can take courses: 1) during the day or 2) in the late afternoon/evening/weekend or 3) online
Architecture	When during class schedule planning, all these time, schedules, facility and even adjacent faculty' s schedules are coordinated. Most of Architecture, Interior Design, Digital Media, Film and Photo. Paul Chu, Aaron Deetz, Muntaj Ismail and Adrian Huang
Art	Yes we collaborate with DIGM, PHOTO, and ARTH
Art History	In the past, ARTH has collaborated with ART and PHOT to ensure compatibility of scheduling. No conflicts have been brought to my attention.
Astronomy	Faculty in Astronomy are also teaching in Physics, and our schedules are usually dictated first by the physics classes that must not conflict with Engineering, Math, Computer Science, Chemistry, and Biology. We try to offer GE astronomy mornings and afternoons on MW and TTh schedules, as well as online, to provide multiple access points.
Automotive Technology	We coordinate with INDT for 1 course that is degree required in our area. With our scheduling options, students can easily seek availability of other discipline areas.

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Business	We are working with CAS to ensure such coordination for their classes in Microsoft Excel, Word, and Access. We also communicated with the Math department (in regards to MTH 15 and MTH 16 required for our transfer degree) and with Las Positas Business department. We alternatively offer a course in Human Relations: LPC offers it every Fall and we teach it every spring.
Chemistry	We are hampered in our scheduling of laboratories because they occupy a large block of time, 3-4 hours, as are most STEM laboratories, and they can conflict with other laboratory sections in other disciplines that the student may be taking simultaneously, such as biology and physics laboratory classes. Historically, we have engaged in inter-discipline collaboration in resolving conflicts and overlaps, but it is a challenging and ongoing collaboration.
Communication Studies	We have mapped out our programs to include students' other GE requirements. Most of our certificates do not require other classes from different disciplines, however the few that do can be completed without too much worry of overlapping schedule. Disciplines that we may want to collaborate with in the future may be psychology, sociology and mass communications.
Computer Application Systems	No other collaboration is needed since this is not an interdisciplinary degree.
Computer Science	Collaboration with other disciplines, especially Math, via program mapping.
Dental Hygiene	Students in the dental hygiene program are on campus Monday through Friday
Digital Media	I have been coordinating with the PHOT department, ART department by cross listing courses and by include art courses in the Graphic Design Degree.
Dual Enrollment	N/A

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Early Childhood Development We would like to start collaborating with the Math program to see if they could increase the frequency of offering Math 41 Number Systems; this is a course designed for those who will one day teach math. It is required as a part of the Elementary Ed AA-T and is also an excellent choice for ECD majors to take to fulfill their math requirement. Currently it is only offered face to face in the spring semester in the middle of the day, making it impossible for students who are working to enroll.

Early Childhood Development Lab School

N/A

Earth and Environmental Sciences

N/A

Economics

As needed

Electronic Systems Technology

Collaborating with ENGR to reduce overlap of use of LAB 1602 and LAB 1616

Emergency Medical Services

FIRE IS CURRENT AND WOULD LIKE TO COLLABORATE WITH ENGLISH IN THE FUTURE

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Engineering	We share scheduling drafts with math, chemistry, and physics, and have attempted to utilize program maps to understand which courses students may be taking at the same time. We also meet with discipline coordinators to ensure courses being offered do not conflict with one another.
English	Collaborating with Social Sciences to avoid conflicting elective schedules and trying to merge Ethnic Studies and Women's studies. Need more institutional support to form these collaborations and take them to the next level.
English as a Second Language	I am not aware of any specific discipline or course that would cause a scheduling conflict for ESL.
Entrepreneurship	N/A
Ethnic Studies	We check with and collaborate with History
Film	I have been coordinating with the PHOT department, ART department and THTR department to coordinate classes, crosslist classes and listing classes from these programs in my program to bolster their enrollment. I have also listed courses from the MCOM, THRT, HUM programs in the new Film TV and Electronic Media program.
Fire Technology	As previously mentioned, the Fire Technology courses and the EMS courses are scheduled in a way that prevents overlap of classes wherever possible. We also take into consideration adjusting classes around the Industrial Technology 74 class and the Business 14 class. We would love to create a first responder report writing class and oral communications course in collaboration with Language Arts and Communications for a cross-discipline relevant course that meets the fire and EMS needs in both English and oral communications.

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Geography and Environmental Studies We are currently not collaborating as there are no other Earth Sciences classes being taught at Chabot with the exception of a couple of botany classes that are rarely offered. We will be collaborating in the future with the geology/environmental science hire.

Health and Nutrition The two classes that are offered in our discipline and needed for our program are offered every semester with broad time offerings as well as online. The program is new (less than 1 year old) and so far, we have not had any conflicts of classes/schedules to ensure that students complete the program in a timely fashion. This could be an area to discuss increased collaboration with other divisions offering courses/programs related to courses/programs in our area. So far, we have not had any contact from other areas to enquire about our offerings, or possible impacts our classes may have in other degrees. Historically, Nutrition 1 and Health 1 used to be bottle-neck courses, but this is no longer the case. Will want to speak about collaboration with KINE discipline (within our division) to create a discipline plan, course offering cycle, and to discuss how mirrored courses (NUTR 10, NUTR 11 vs KINE 10, KINE 11) should be offered.

History We have worked with our colleagues in Social Sciences to ensure that all courses available to a History major are current and approved so all courses can be taken for credit. Since some of our history courses can also meet Humanities requirements, it would be helpful to collaborate more closely with them, and to work with the Arts faculty who teach courses we have listed to insure they are current.

Humanities, Philosophy, and Religious Studies Many students in the sciences and nursing are required to take our courses. We intentionally design our schedule to accommodate these students and others.

Industrial Technology N/A

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Interior Design	When during class schedule planning, all these time, schedules, facility and even adjacent faculty' s schedules are coordinated. Most of Architecture, Interior Design, digital Media, Film and Photo. Paul Chu, Sarah Cravy, Anjana Joshi, Isil Calak, Aaron Deetz, Muntaj Ismail and Adrian Huang
Kinesiology and Athletics	Over the last few years we have been collaborating with the Math & English department and have many of our students in their cohorts. This has been very helpful for our students.
Life Sciences	The Science & Math discipline coordinators regularly share schedules and discuss course offerings to make sure that students who are on a pathway can theoretically take courses without conflict. We are starting to collaborate more with Health & Nutrition faculty to discuss course offerings.
Machine Tool Technology	MTT should collaborate with Welding to ensure that students can take courses while avoiding time conflicts or with as little time conflict as possible. MTT should also collaborate with Sculpture to add to Sculpture students' viability in the workforce while building the student' s creative tool box and capacity for creation.
Mass Communications	Other disciplines do not want to collaborate with us and as a result, we are not collaborating with other disciplines to ensure that our schedules are not conflicting. We are in direct competition for students within our division.
Mathematics	N/A
Medical Assisting	N/A
Music	Collaborate with MURT (recording and technology) and Theater (musical)
Music Recording and Technology	We collaborate with the music area as some of the classes MURT students take are in music and vice-versa.



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Nursing	It would be good to meet with the faculty that teach ANAT ,PHYS, MICRO on an annual basis.
PACE	We are in constant communication with other disciplines when planning our course offerings, especially the disciplines in the social sciences, since a majority of our classes are in this area.
Paralegal Studies	We collaborate regularly with the Administration of Justice Department, holding joint events and workshops and cross-listing courses. We also coordinate classes so they do not overlap. We would like to coordinate more with the Business Department.
Photography	Art, Architecture, Digital Media, Film & Photography Programs all collaborate to maximize. the computer lab, studio space and Art Gallery in the 900 and 1000 buildings.
Physics	The entire faculty/classified/administrative team in Science & Mathematics works tremendously hard every semester to share schedules, identify conflicts, and collaboratively remove barriers for our students. We recognize that our students are not “owned” by any one discipline, but rather they are shared, simultaneously taking Math, Chemistry, Biology, Computer Science, Engineering, and Physics. When changes are required to remove a conflict, our team works collaboratively to find alternatives. This collegiality is one of the very best things about working at Chabot.
Political Science	N/A
Psychology	We have ongoing informal scheduling consultations with many disciplines. The best solution very often comes down to offering online asynchronous options which resolve not only scheduling challenges among classes and programs, but also accommodate students who need schedule flexibility week to week.
Psychology Counseling	We collaborate with other disciplines via the FYE program and meet regularly to plan schedules and discuss program needs. Pathway leads meet regularly throughout fall and spring semesters to ensure and support student success or address student needs that develop mid-semester.

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Real Estate Yes, I work with the Business discipline.

Sociology The only course we offer that may conflict with other courses is SOCI 3 (Introduction to Race and Ethnicity), and we plan to check-in with other disciplines who offer similar classes.

Theater Arts N/A

Umoja Umoja Collaborates with English, Math, Social Sciences, Communications, and Counseling disciplines to provide a student with multiple pathways to complete 40-50% of their general education for degree and/or transfer. This pathway has been created over the past 4-5 years. Previous to that, Umoja only provided English, History, and a Non-Transferable Math to students. Fast forward to the present, through Umoja's multidiscipline collaboration, we now have 4-5 sections of degree applicable and transferable English, 1 Communications Studies Course, 1 Psychology Counseling courses, and 1 Math Course each semester. Umoja also offers 1 History and Health Course each year. This allows us to create accelerated Pathways like "Umoja Promise, and also to maintain and grown our more traditional Umoja Track of full term classes. All of the classes mentioned are degree applicable and transferrable The collaboration and classes allow Umoja to provide a successful movement towards graduation and transfer. This has played a huge role in Umoja students graduating and transferring in 2- 3 years.

VP Office of Academic Services N/A

Welding No courses in shared disciplines conflict.

World Languages The WL program has worked with Business Entrepreneurship faculty to develop certificates that include all DE asynchronous courses before Covid area.

**Are there any classes in your discipline that you do not offer every semester or every year that are required for any of your degrees or programs? In an ideal world, with perfect coordination and infrastructure, how would you want to communicate which required courses are not offered in all semesters to: 1) counselors, 2) other faculty, and 3) students? (If you offer all classes required for degrees/certificates in all semesters, then you can write NA.) (Q76)**

57 Responses

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Administration of Justice	We do have courses that are required that, unfortunately, are not offered every semester. We attempt to communicate course offerings via the department website, social media and flyers as to which classes will be offered and when. We would love to have access to a publicly available online database in order to share the above information.
Anthropology	In an email or meeting I could communicate to: 1) counselors, 2) other faculty, and 3) students that ANTH 4 is only offered during summer.
Architecture	N/A
Art	Yes Art 45 is the capstone course and we plan to only offer it Spring. We also are only currently offering Art 25, Color Theory in the spring.
Art History	ARTH Courses that are not offered every year are not specifically required for any ARTH degree or program.
Astronomy	N/A
Automotive Technology	Pending FTEF allocations, we adjust scheduled accordingly. Typically, we offer at least 1 section of nearly every class each semester and definitely every year. We do not have a fixed rotation or cycle of class offerings. Future semester schedules are discussed by all faculty with students in class as soon as they are made public, and work closely to recommend sequence options.

Program/ Area Name	<p>Are there any classes in your discipline that you do not offer every semester or every year that are required for any of your degrees or programs? In an ideal world, with perfect coordination and infrastructure, how would you want to communicate which required courses are not offered in all semesters to: 1) counselors, 2) other faculty, and 3) students? (If you offer all classes required for degrees/certificates in all semesters, then you can write NA.)</p>
Business	<p>All of our courses are offered at least once a year with the exception with BUS-70, 71, and 72 (Health Care administration courses). The 70s series classes are offered once in 3 semesters. Our specialized and “higher” level courses are offered every other semester. These include BUS-2A, 2B, 3B, 3C, 3D, 4, 5, 6, 11, , 26, 28, 34, 40, 43. The pattern of our offering is very consistent and clear. We communicate these once a year offering to counselors and students via MAPs we developed last semester. The MAPs clearly specify which semester those classes are offered.</p>
Chemistry	<p>Chemistry 12A is only offered in the Fall, and Chemistry 12B is only offered in the Spring. However, this is a long-standing arrangement and well-known to counseling.</p>
Communication Studies	<p>There are a few courses (COMM 6, 2, 12) that are only offered in certain semesters / years that are required for some of our certificates. We have clearly marked these courses in our program maps which would hopefully be understood by all 3 of the groups listed in this question. We would love for more collaboration with counselors, however, to help them understand the unique circumstances of our programs and how our courses should be approached.</p>
Computer Application Systems	<p>The advance courses are offered every other semester and this is communicated by the class schedule.</p>
Computer Science	<p>Required transfer courses are offered every semester. Some important electives e.g. CSCI 19A are only offered one semester per year.</p>
Dental Hygiene	<p>NA</p>
Digital Media	<p>Yes, there are classes that are only offered in the Fall or in the Spring. I do use the program workshops each semester to help students plan how they will earn their degrees. COVID has made this more difficult but I’ m working to make sure students get the information needed to earn their certificates or degrees. I would like to work more closely with Counseling.</p>

Program/ Area Name	Are there any classes in your discipline that you do not offer every semester or every year that are required for any of your degrees or programs? In an ideal world, with perfect coordination and infrastructure, how would you want to communicate which required courses are not offered in all semesters to: 1) counselors, 2) other faculty, and 3) students? (If you offer all classes required for degrees/certificates in all semesters, then you can write NA.)
Dual Enrollme nt	N/A
Early Childhoo d Develop ment	In an ideal world we would like all ECD majors to see our ECD Sr. IA/Career Navigator to get an ECD course plan that outlines the courses required for their major so that they get the prerequisites they need in the most efficient way possible, with knowledge of when to take the classes that are not offered every semester. We would also like to make sure all ECD majors see a counselor to get a comprehensive Ed plan that maps their major and GE courses. We have tried to simplify our schedule so that two-course sequences (Admin 1 and 2, the two Infant/Toddler courses) run Fall/Spring; you can also take them out of order if necessary. Ideally, when we get program maps up and running on the website, then everyone who accesses them will be able to see when we offer our courses on the program maps.
Early Childhoo d Develop ment Lab School	N/A
Earth and Environm ental Sciences	We would like to offer all of the required courses in each semester, but we do not have the staffing to consistently do this.
Economi cs	N/A
Electroni c Systems Technolo gy	As noted in the 3 ESYS MAPs: ESYS 54, 57, 63 = Fall only, ESYS 55 & 69 = Spring only Need to communicate more with counselors regarding these concerns.

Program/ Area Name	Are there any classes in your discipline that you do not offer every semester or every year that are required for any of your degrees or programs? In an ideal world, with perfect coordination and infrastructure, how would you want to communicate which required courses are not offered in all semesters to: 1) counselors, 2) other faculty, and 3) students? (If you offer all classes required for degrees/certificates in all semesters, then you can write NA.)
Emergency Medical Services	EMS2 IS ONLY OFFERED IN THE SPRING AND FALL. CURRENTLY IT IS KNOWN THAT EMS2 IS ONLY OFFERED IN THOSE SEMESTERS, HOWEVER, IF IT CHANGES, I WOULD LIKE TO HAVE A LISTING OF COURSES SENT TO THE COUNSELORS WITH WHAT' S BEING OFFERED AND WHEN.
Engineering	1. Through email, meetings, or website updated each semester. 2. During subdiscipline meetings 3. Through website, counselors, and class schedule
English	None of our literature courses are offered every semester. Most literature courses are offered once a year. A few literature courses are on rotation and are offered once every 2 years. We do post the annual schedule on the English Department website under the "Upcoming English Courses"; however, there are times that last-minute cuts to our offerings impact this schedule. We would also like to be able to easily email (or Canvas message) all English majors to be able to communicate schedules and rotations. Right now, we only have email addresses for English majors that we have collected manually. Communication to counselors would also be valuable.
English as a Second Language	We do not yet have any active degrees or programs. We offer all of our core classes every semester. Our noncredit certificate programs will start in the spring and continue to roll out next fall. All of these courses will be taught every semester.
Entrepreneurship	All of our courses are offered at least once a year with the exception with ENTR30 and ENTR16. ENTR30 is a Business Planning course and only offered in the Spring. ENTR16 is an elevator pitch competition prep class and only offered in the Spring.
Ethnic Studies	Yes. In an ideal world we would like to offer all required courses every semester. Would communicate required courses not offered via email/announcement, list serve for majors , and with counselors. Would also communicate through Social Sciences SCFF group.

Program/ Area Name	Are there any classes in your discipline that you do not offer every semester or every year that are required for any of your degrees or programs? In an ideal world, with perfect coordination and infrastructure, how would you want to communicate which required courses are not offered in all semesters to: 1) counselors, 2) other faculty, and 3) students? (If you offer all classes required for degrees/certificates in all semesters, then you can write NA.)
Film	Yes, there are classes that are only offered in the Fall or in the Spring. I do use the program workshops each semester to help students plan how they will earn their degrees. COVID has made this more difficult but I' m working to make sure students get the information needed to earn their certificates or degrees. I would like to work more closely with Counseling.
Fire Technolo gy	The Fire Technology 4 class is only offered in Fall semesters. The Fire Technology 5 and 6 classes are only offered in the Spring semesters. A degree path table was developed three years ago to describe this situation for Fire Technology and Fire Prevention Inspector degree pathways. All remaining FT courses are offered at least twice a year, with four classes (FT 1, 7, 10, and 88A) offered all three semesters.
Geograph y and Environm ental Studies	Yes, there are classes that we do not offer every semester that are required for degrees; GEO 5, 8, 10, 12, and 20. I would communicate with 1) counselors, by requesting to make an announcement at one of their meetings and send out an email to all counselors 2) other faculty by contacting the dean of sciences and asking her to make an announcement at their division meeting in addition to making an announcement at my division meeting and emailing all faculty who use my classes in their degrees. 3) students by going into all in person classes at the end of the year and making an announcement about upcoming classes, by emailing all majors, and creating a post to send out to all Geography online instructors.
Health and Nutrition	No. All classes in discipline are offered Fall/Spring and Summer.
History	At this point a student can complete the history requirements with courses that are taught every semester. If this situation changes, and concerning courses in other disciplines that aren' t taught every semester, it is imperative that counselors would be on top of that information, Faculty should be made aware, and that information be clearly communicated to students when making out a SEP.

Program/ Area Name	Are there any classes in your discipline that you do not offer every semester or every year that are required for any of your degrees or programs? In an ideal world, with perfect coordination and infrastructure, how would you want to communicate which required courses are not offered in all semesters to: 1) counselors, 2) other faculty, and 3) students? (If you offer all classes required for degrees/certificates in all semesters, then you can write NA.)
Humanities, Philosophy, and Religious Studies	N/A
Industrial Technology	N/A
Interior Design	N/A
Kinesiology and Athletics	N/A
Life Sciences	We do not offer geology and environmental sciences courses regularly that are required for the environmental science degrees. At this time we cannot offer all of the required courses because the FT faculty position that was posted in Spring 2020 never completed the hiring process. This faculty member would coordinate the Environmental Science program and teach both Geology and Environmental Science. This would allow for the required courses to be offered on a regular schedule. Currently the schedule for ENSC is erratic because we do not have consistent PT staffing, so classes we want to offer are often removed from the schedule due to a lack of an instructor.
Machine Tool Technology	MTT course mapping has been completed that carefully explains how best to navigate MTT courses and awards and should be followed carefully to ensure that students can complete awards in a timely fashion. It would be ideal if this sort of map could be automated and plugged into our MTT website so that students wouldn't need to rely on counseling to properly communicate the program mapping.



Program/ Area Name	Are there any classes in your discipline that you do not offer every semester or every year that are required for any of your degrees or programs? In an ideal world, with perfect coordination and infrastructure, how would you want to communicate which required courses are not offered in all semesters to: 1) counselors, 2) other faculty, and 3) students? (If you offer all classes required for degrees/certificates in all semesters, then you can write NA.)
Mass Communi- cations	Yes, there are classes in our discipline that we do not offer every semester or every year that are required for our degrees. In an ideal world, with perfect coordination and infrastructure, I would want to communicate which required courses are not offered in all semesters to counselors, faculty, and students via email, or an up-to-date website.
Mathema- tics	N/A
Medical Assisting	Courses are offered every year at least once. Courses are A/B courses and most courses are cohort courses
Music	Yes, MUSL 2A and 2C fall only, MUSL 2B and 2D spring only (rotation).
Music Recordin- g and Technolo- gy	Yes, MURT 24 (spring only), MURT 25 (summer only), MURT 31 (summer only),
Nursing	no
PACE	N/A
Paralegal Studies	We do have courses that are required that, unfortunately, are not offered every semester. If we had enough FTEF a student could complete the entire certificate in ONE year. We attempt to communicate course offerings via the department website, social media and flyers as to which classes will be offered and when. We would love to have access to a publicly available online database in order to share the above information.
Photogra- phy	Yes. In order to facilitate offering intermediate and advanced courses more often they have been written using a tiered structure so the courses may be offered simultaneously.

Program/ Area Name	Are there any classes in your discipline that you do not offer every semester or every year that are required for any of your degrees or programs? In an ideal world, with perfect coordination and infrastructure, how would you want to communicate which required courses are not offered in all semesters to: 1) counselors, 2) other faculty, and 3) students? (If you offer all classes required for degrees/certificates in all semesters, then you can write NA.)
Physics	The most challenging classes to schedule continue to be Physics 3A (only offered in Fall), Physics 3B (only offered in Spring), and Physics 4C (only offered in Spring). We have shared these limitations with our colleagues in Counseling, and continue to share the fact that we cannot offer our Physics 4 classes (7 hours a week of contact) in evenings nor over the summer, even though student enquiries occasionally are made about starting Physics 3A in Spring, or taking Physics 4 outside of daytime hours.
Political Science	I created an infographic showing when each course is offered. I offer the same courses each semester every year to maintain consistency so that student can plan ahead.
Psychology	N/A
Psychology Counseling	Yes, PSCN 85, our field work course is offered once a year and students are notified by counselors. Our program flyers indicate when this course is offered and typically students are given information on expectations for PSCN 85 in our introduction course PSCN 5.
Real Estate	NA
Sociology	N/A
Theater Arts	How would I like to communicate it? I don't really understand the question.
Umoja	We offer GNST 33A/B-Black Leadership, Health 1 and History 62 through our Multi-Discipline Collaboration
VP Office of Academic Services	N/A