# 2025 SBCTC Smart Scheduling Summit

March 5-6, 2025  
Henry M. Jackson Conference Center

Everett Community College

## Purpose:

Support colleges in developing and refining scheduling strategies that align with Guided Pathways goals, providing time, space, and structured activities to advance their work.

## Outcomes:

* Identify strategies to increase student credit accumulation and persistence
* Collaborate on scheduling practices that promote academic progress
* Strengthen data-informed decision-making to enhance student success

## Agenda Day 1 — Wednesday, March 5

| Time | Activity | Session Description |
| --- | --- | --- |
| 9:00a – 9:30am Check- in and Registration | | |
| 9:30am – 10:30am | Welcome from SBCTC & EvCC | Welcome from SBCTC and hear how our host campus, EvCC, has been making strategic progress forward with course scheduling. |
| 10:30 – 11:30am | Overview of Smart Scheduling & Pathways | This discussion on Smart Scheduling as a student success strategy will unpack the complexity of course scheduling created by the roles of multiple stakeholders and intentional design strategies. We'll delve into the four fundamental pillars Smart Scheduling: Knowledge, Culture, Design, and Technology. We will also highlight pathways or degree maps as a foundational strategy for academic planning and scheduling. |
| 11:30-11:45am Break | | |
| 11:45am – 12:30pm | Pathways Alignment Exercise | This exercise provides an opportunity to explore the disconnect between the pathway, the academic schedule and students’ ability to access and complete the pathway in a timely fashion. |
| 12:30pm – 1:30pm Lunch & Discussion Topic Team Reflection and Planning | | |
| 1:30pm – 2:15pm | Scheduling Effectiveness Metrics – Benchmarking Overview | Learn how to utilize data to better understand your current course scheduling practices and the impacts on student completion. Understand academic space capacity and course offerings using Ad Astra’s Higher Education Scheduling Index (HESI). Review highlights from SBCTC institutions and hear their initial reactions to the data. |
| 2:15pm – 3:00pm | Scheduling Effectiveness Metrics | Using sample data, each team will walk through the HESI analysis and learn the questions to ask and the potential action steps that can be taken to improve scheduling on campus.\* |
| 3:00pm – 3:15pm Break | | |
| 3:15pm – 4:00pm | Scheduling Maturity & Culture Assessment | This tool is designed to help your institution identify strengths and opportunities in all areas impacting the development, execution, and management of the academic schedule. Results are presented in the Smart Scheduling framework of four pillars: knowledge, process/policy, culture, and technology. |
| 4:00pm – 4:30pm Wrap Up Day 1 | | |

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Agenda Day 2—Thursday, March 6

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| Time | Activity | Session Description |
| 8:00am – 8:30am Welcome and Breakfast | | |
| 8:30am – 9:15am | Strategic Scheduling Team | The adoption of Smart Scheduling practices begins with bringing the right people to the table. In this session, you'll learn how to build and empower a strategic scheduling team on your campus. |
| 9:15am – 10:30am | Importance of Infrastructure & Results - Scheduling Maturity & Culture Assessment | Using the results of yesterday’s assessment, we will guide a discussion on how to use this assessment and resulting data with your institution and scheduling stakeholders. |
| 10:30am – 10:45am Break | | |
| 10:45am – 11:30am | Student Success Strategies & Application to Scheduling | The academic schedule is a core infrastructure and student success strategy for your institution. This session will dive into using the schedule to enhance results of student success strategies such as shortened terms, transfer and annual scheduling, all with a lens toward equitable outcomes. |
| 11:30am – 12:00pm Wrap Up & Closing Remarks | | |
| 12:00pm – 1:00pm | Optional – Lunch & Learn with Ad Astra | Continue the conversation with Ad Astra through an in-depth overview of the Ad Astra Solutions |

At conclusion of the SBCTC Smart Scheduling Summit, each participant will receive an Ad Astra Smart Scheduling for SBCTC Certification. A block of rooms has been reserved at Courtyard Seattle Everett Downtown. [Reserve your room here](https://www.marriott.com/en-us/hotels/seaev-courtyard-seattle-everett-downtown/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0).

*\*Following the workshop, Ad Astra will work to provide each institution individual Higher Education Scheduling Index results in a 1 hour scheduled virtual meeting.*