

Meeting Minutes

Committee:	Course Scheduling Committee (CSC)	Meeting Date:	February 1, 2019
Location:	Hinderaker 0154	Organizer:	Ken Baerenklau
ATTENDEES:			
Members	Ken Baerenklau (Chair)	Associate Provost	
	Bracken Dailey	Registrar	
	Marko Princevac	Associate Dean	
	Louie Rodriguez	Associate Dean, GSOE	
	Kurt Schwabe	Associate Dean	
	Ryan Lipinski	Divisional Financial Administrative Officer	
	Kathy Redd	Director & Student Services Advisor	
	Connie Nugent	Divisional Dean	
	Elaine Wong	Associate Dean	
Did not attend:			
	John Wills	Faculty	
	Iva Kalcheva	Faculty	
	Alicia Arrizon	Associate Dean	
	Jeff Williams	Scheduling Analyst	

1. Review and approve final scaffolding matrix

Review the current scaffolding matrix. Registrar has processed all requests that have been submitted thus far. Some conflicts were identified, but any that remain are approved by the Colleges. According to the Registrar the scaffolding matrix is finalized. The Chair asked committee members if there are any objections.

Voting Results:

All present committee members approved the scaffolding matrix for Fall 2019. (Chair will reach out to other members)

2. Review and approve final pre-assignment agreementsChanges to the scheduling pre-assignment agreements:

- i. Bracken provided a new organization of the scheduling pre-assignment agreements. It was designed to reflect back to the philosophy of themes as to why requests are being approved. 5 buckets of themes:
 - 1.) Colloquia/ Seminars- Large room needs not tied to enrollment in Banner and/ or Outside Speaker Needs
 - 2.) Graduate Courses meeting the needs of working professionals
 - 3.) Learning Communities
 - 4.) Special Equipment & Facility Needs
 - 5.) Non- Standard Meeting Patterns
- ii. **Discussion items:**
 1. Colloquia: It was determined that moving forward any request or change needs to be submitted to the Course Scheduling Committee. (E.g. changes could impact the scaffolding process, so change requests must be reviewed carefully)
 2. Graduate Courses: Approved GSOE and SPP. Additional programs may fall into this category, if so they will need to submit a request to CSC.
 3. Learning Communities: The committee was asked to define what is to be considered a Learning Committee?
 - Registrar office understanding is that there are new Learning Communities that are being created. This could impact scheduling of other priority classes. Bracken would like to the CSC to determine the definition to avoid issues in the future. Currently the Associate Deans have to approve, and the committee decided to continue with this arrangement for now. It also was brought up that the most people are under the notion that Learning Communities are during Prime hours

but this is not true. Also CHASS has Learning Communities for transfer students, they do not necessarily need priority for scheduling.

4. Equipment and facility needs: The committee did not have any follow up questions

5. Non-standard meeting patterns- graduate seminars have historically been in specific rooms but the registrar office has now provided more options.

- NOTE: all pre-assignment agreement must be entered into BANNER (reminder of the deadline & the guidelines)

This committee viewed the new organization as helpful and felt it should be adopted and shared online when the website is live. Bracken gave the okay, to publish this document, so people are aware of the process and guidelines.

- Additional Requests to review:
 - Kathy Redd sent two requests to Bracken (Biochemistry 15 & Environmental Sciences 275)

Biochemistry 15- takes any room but needs to meet on Mondays for 1 hour. The registrar office may have been accommodating this course previously – Bracken will verify. If so then the committee is supportive of placing this course in the Colloquia bucket.
 - 2. Environmental sciences 275- has been scheduled like life sciences 215, it was placed in Watkins. It has been 1 hour, 1 day a week, graduate seminar. Bracken will follow up with staff about this course.
- The Chair will send out two additional requests (from CHASS) via email. The Committee will review, and discuss via email.

3. Discuss feedback received to-date on Saturday classes (attachment)

The Chair shared an overview of the survey results so far. There are currently 40 courses put forward. According to the survey, opinions vary. However, the question is if students want to be part of this. In terms of access, it was suggested to do a pilot program. It might benefit working students if we offer the classes on Saturdays. Offer one of the sections or lecture on a Saturdays. If there are bottleneck courses then creating a course offered on a Saturdays could be a benefit.

- i. Discussion Items:
 - a. Other Benefits? It could also benefit campus culture, make the campus livelier on weekends. Move lectures to Saturdays, move some labs led by TAs (where there are lab station constraints).
 - b. Cons? Additional costs of keeping campus open on Saturdays. Food options for students, security, lab safety, facilities, work/life balance for some. Potential conflicts with recruitment activities already in

place E.g. admission events that use a lot of general assignment rooms. Would have to consider potential conflicts when making room assignments for these activities.

The Chair asked Connie Nugent follow up with Chem, Bio, and Statistics, to ask what is required for lab on Saturdays.

- c. Volunteers? SOB is interested in being a pilot. Computer sciences and electrical engineering may also like to pilot the Saturday classes. The Chair will follow up with Marko and Elaine.

4. New Business

ROTC requesting time in classroom space (1:00-4:00 pm). The chair asked VC Hayes for additional information, but it was discussed that non-instructional activities have been and should remain the lowest priority because we are very tight on classroom space. HUB rooms would be more appropriate.

- a. Late arriving members expressed support for the scaffolding matrix.
- b. The scaffolding group for Winter and Spring (led by Ryan) will meet next week.
- c. Pat Daly will be attending next CSC meeting

5. Next Meeting/ Follow-up items:

- a. SPP will send list of courses to Bracken.
- b. The Chair will follow up Business and engineering to discuss pilot Saturday classes
- c. Connie will follow up with Labs to inquire what it takes to have Labs open on a Saturday
- d. Bracken will follow up with environmental sciences
- e. Ken will email the committee with the 2 additional requests (pre-assignment agreements)
- f. The final call goes out to Feb 13