

Meeting Minutes

Committee:	Course Scheduling Committee (CSC)	Meeting Date:	March 20, 2019
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Location:	Hinderaker 0154	Organizer:	Ken Baerenklau
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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
	Alicia Arrizon	Faculty

Did not attend:

John Wills	Faculty
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1. Update on winter/spring scaffolding – Ryan

- a. Update from the group working on this project, led by Ryan
 - i. Waiting for feedback from the Associate Deans, group met to discuss the courses. 50 % (fall) to 30 % (winter) to 15% (spring) because the criteria were applied. This was beneficial because it reduced scaffolding. Feedback from Associate Deans is due on Friday, March 22nd. Then Jeff will work on the matrix, it will take 2-3 days to complete the matrix.
 - ii.

2. Update Bracken

- a. Fall scheduling 2019- it going well, cautious optimistic, good outcome. So far no major obstacles, it appears that faculty are not looking closely at the meeting patterns, but once they notice it might be an issue.

3. Courses that deliver a disproportionate amount of material outside of lecture – Ken

- a. Some of our courses are “lab heavy” and delivery a relatively large amount of material through the laboratory component of the course, leaving a relatively small need for lecture time. This leads to requests for non-standard meeting patterns, which get lower priority without a pre-assignment agreement. Such courses are not unlike hybrid courses that deliver a relatively large amount of material online and need a small amount of lecture time. We have discussed the possibility of eventually creating a pre-assignment agreement for hybrid courses, anticipating we may see more of these developed and not wanting to penalize them. With lab heavy courses already being taught, we should discuss whether a broader but similar pre-assignment agreement should be created now to accommodate these courses as well.

Discussion Items:

- CSC received request from BioChem and MicroBio, the faculty that submitted the request for the reassignment agreement (argument there needs to be a sequence of lab (instructions) and then lab. Very specific reasons why plausible solutions were not going to work, the reasoning behind a need for pre-assignment agreement is similar to hybrid courses. The Committee agreed that hybrid courses should not be penalized delivering courses in another form. The Chair proposed to the Committee, to create a new bucket for pre-assignment agreements guidelines. At the moment it does not affect the overall matrix, the committee has to be vigilante about future requests. The Committee agrees, if the request is a pedagogical request, then it would be a valid request and address it accordingly. Propose to create new pre-assignment agreement, and anticipate hybrid course be included (Committee agreed)

4. Bylaws-CSC can include the guidelines and terms of agreements

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

- i. Discussion items:
 - b. **32 faculty members, yes, 52 classes submitted, SOBA students were polled** –students want to have classes M-F and have their weekends to themselves. Such a large percent of students did not want to take Saturday classes. Engineering was going to do, but the financial commitment was big. The one that might move- be Chemistry Labs move to Saturday (at the moment-uncertain) Some faculty members brought up a good point regarding the commitments already in place, they do not want to be penalized by the department.

c. GSOE- will send their findings to Associate Provost

6. Saturday Exams:

- a. The Senate did not agree with the proposed solution for exams for Saturday exams. To reduce exams from 3 hours to 2 hours. They suggested to move commencement, it helps in Spring but not in winter and fall. At the moment, the Provost and Associate Provost will write a letter to the Senate to revise the limit of 3 hours per exam. Then the Senate will review and if they deny then it does not further. This only applies to Undergraduate. The reasoning behind this request, is the lack of space and need of time. The committee discussed the pros and cons of the proposal. There is a lot of data and other campus do this and it shows the benefits for the students. The only way to get this done is to write this letter and send it to the Senate, for review, if approved the Bylaw will be changed.
 - i. The Committee can suggest to the Senate to send out a survey to faculty to get their view point of the 2-hour timeframe.

7. New Business

- i. CHASS Request-Alicia A.

1. Request- Pre-scheduling pre-assignment agreement (Creative Writing)

Discussion Item:

Art studio model (3 hour courses) moved from 75 to 300 studio course. Andrew Winer is making the argument it is the accepted methodology of teaching these courses. It is an art studio model; they have chosen to put their lectures together for pedagogical reason. Their concern is that with the current setup they are pushed to teach on Fridays.

- ii. He is asking to schedule these courses (4 courses- sequence -46,47,48 and 12) during a day of the week.
- iii. Too far along with the process, to consider this request. Because the opportunity was available earlier on in the year. It is too late for Fall 2019.
- iv. At the moment he is in a better position, than he has been in the past.
- v. There are many issues that arise to move the Friday blocks, it will interfere with other classes that are being taught.
- vi. Committee agreed that this request is too late, and submit a request for Winter and Spring (online intake)

8. Action Items

- a. **Louie Rodriguez will send Ken GSOE findings regarding Saturday Classes**
- b. **CSC bylaws**
- c. **Michelle website**
- d. **Propose to create new pre-assignment agreement, and anticipate hybrid course be included**
- e. **Feedback from Associate Deans due March 22nd**
- f. **Group led by Ryan meet to discuss the courses, then information to be sent to Jeff so matrix can be finalized**