

Meeting Minutes

Committee:	Course Scheduling Committee (CSC)	Meeting Date:	January 22, 2019
Location:	Hinderaker 0154		
Attendees:	Ken Baerenklau (Chair)	Associate Provost	
	Bracken Dailey	Registrar	
	Jeff Williams	Scheduling Analyst	
	Ivalina Kalcheva	Faculty Senate Rep	
	Alicia Arrizon	Associate Dean	
	Marko Princevac	Associate Dean	
	Louie Rodriguez	Associate Dean	
	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 Senate Rep	

1. Review of comments received on scaffolding matrix

Several comments/ requests were submitted and shared with the Registrar's Office. In order to respond to these requests the Registrar's office evaluated the requests and identified viable options to propose to the committee.

Political Science Request:

i. Summary

Political Science is requesting the following accommodations to be considered by the committee. At the moment, Political Science classes proposed for scaffolding are assigned MWF schedules.

1. Consideration of equity/ inequity for 8 am classes.
2. Requesting to be given a combination of MWF and TR schedules.
3. Requesting flexibility as to whether they offer the W or the non-W version of lower division courses.
4. Requesting to have authority to rotate a set of courses through assigned scaffolding blocks.

ii. Discussion

- Equity/ inequity for 8 am classes? There is only a certain number of spaces available. Initially Registrar office attempted to stay within prime time, but slowly timeframe and dates expanded in order to avoid scheduling conflicts. Number of courses offered at 8 am are distributed throughout campus, not only within Political Science.
- Combination of MWF and TR? The Registrar office offered to provide alternatives to the current schedule if viable. The committee supports the Registrar office working with Political Sciences to find alternatives.
- Flexibility with W courses? The committee discussed and decided the Registrar office and Political Sciences should work together to facilitate this.
- Political Sciences authority to assign courses within assigned blocks? There are some concerns this might inadvertently create conflicts with other courses— exactly what scaffolding is designed to avoid. The committee declined to allow this now but will revisit again in the future.

Honors Program Request

i. Summary

University Honors requests that 1st years Honors course to be put into the 1st priority scaffold in order to minimize conflicts with CNAS Learning communities for freshmen. This should minimize the number of occurrences when students have to choose between CNAS Learning Communities or University Honors. These courses, which constitute a required series for these Honors students, includes:

- (1) Fall; HNPG 16, 17, or 18 (Ignition Seminars) - Counts for Breadth in Humanities, Social Sciences, or Interdisciplinary Studies
- (2) Winter; RLST 12H (Religious Myths and Rituals) - Counts towards the University Requirement for Ethnic Studies
- (3) Spring; HIST 10H/15H/20H (World History) - Counts towards the University Requirement for World History (Note: This will only be one of the three courses each Spring. For Spring 2019 this is 10H).

ii. Discussion

- Leave winter and spring courses for later discussions.
- Fall HNPG 16, 17, or 18? These are small sections, Registrar office suggested the committee to consider this request to be counted as a priority 2 (pre-assignment). If it is approved as a priority 2, it will be guaranteed in that date and time. All committee members support this recommendation. The Chair will follow up with Rich Cardullo to share the committee's decision and convey next steps

2. Review of comments received on pre-assignment agreements

School of Public Policy request:

i. The Master of Public Policy program is a two-year degree program that is geared for working professionals. Because SPP admits students that work full-time we offer our courses in the evening hours, starting after 5:00 pm, to allow the students time to get from work to campus.

With students in our program who work full-time, requiring out MPP student take Friday classes would affect our ability to recruit and enroll highly qualified students because these courses would no longer be taught in the evening hours and thus would pose a hardship.

ii. Discussion

- To include any course with similar characteristics/justification as GSOE in the same pre-assignment agreement? CSC already approved GSOE request regarding early evening classes. It was suggested to include SPP request with GSOE. The committee agrees on this motion, everyone in favor. The Chair will send a formal request to Registrar office regarding this pre-assignment agreement (Kurt S. will send the list of specific courses to the Registrar).

Updates & Requests:

- i. Scaffolding for winter quarter 2020 due May 24, 2019 and spring quarter 2020 is due October 25th, 2019. The Chair is requesting to work on both scaffolding request simultaneously. The Chair suggested the same group that congregated together last time to reconvene to discuss upcoming deadlines. Ryan L. will set up meeting, Jeff Williams will attend this meeting (2 hours)
- ii. Update on CSC website? Michelle will work on this, projected to go live by the end of the quarter.
- iii. Messaging campaign for scheduling changes? Pat Daly is working on a messaging campaign and will present ideas to the committee. Suggested start date for the campaign launch is April 2019.
 - a. What is the best way to share details with faculty? The information has been shared at Faculty/ Chair meetings. The report is currently on the Senate's website. Need to upload to the CSC website when available.
- iv. Update on exam scheduling and reading week? Bracken and Ken will be attending the Executive Council meeting on Monday, February 11th to discuss the pros and cons of longer vs. shorter exam times, exams on Saturdays, etc. The final decisions will be made by the Senate, so if any committee members have concerns or suggestions, it is advised for them to reach to their Faculty senate representative.
- v. Saturday Classes? There is growing interest in piloting Saturday classes. How should we approach this and what issues do we foresee from a scheduling perspective? To be discussed in the future, pilot classes that are volunteered by faculty. It would be scheduled like Friday- 1 hour, 2 hours, 3 hours blocks, overlay to Saturday. But each class will meet only once a week on Saturdays. It will not interfere with M-F scheduling of other courses. Impacted courses may benefit from this offering. The Provost office will

create a survey will be shared with deans who can share with their faculty. Based on the responses, class spaces will be coordinated accordingly.

3.Next Meeting/ Follow-up items:

- Ken will response to Political Science, Honors, and SPP.
- Registrar office will provide alternatives if available to Political Sciences
- Ken will send a formal request to Registrar office regarding the pre-assignment agreement for SPP (Kurt S. will send the list of specific courses)
- Ryan's group to meet to discuss scaffolding for winter and spring (2-hour meeting)
- Registrar office will evaluate last-minute CNAS request