

## Meeting Minutes

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**Committee:** Course Scheduling Committee  
(CSC)

**Meeting Date:** April 18, 2019

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**Location:** Hinderaker 0154

**Organizer:** Ken Baerenklau

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**ATTENDEES:**

<b>Members</b>	Ken Baerenklau (Chair)	Associate Provost
	Bracken Dailey	Registrar
	Kurt Schwabe	Associate Dean
	Ryan Lipinski	Divisional Financial Administrative Officer
	Kathy Redd	Director & Student Services Advisor
	Connie Nugent	Divisional Dean
	Elaine Wong	Associate Dean
	Pat Daly	Marketing
	John Wills	Faculty
	Iva Kalcheva	Faculty
	Alicia Arrizon	Associate Dean
	David Edgerton	Marketing

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**Did not attend:**

Louie Rodriguez	Associate Dean
Marko Princevac	Associate Dean

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## 1. Update on fall messaging campaign – David Edgerton & Pat Daly

- a. Presentation by Pat Daly and David, message start on the hour starting on the hour. Group approved tag line in the last meeting, the campaign will be shared. David will share the new campaign, new time shift, a theme and timeline was created to communicate to students, staff and faculty and to minimize confusion. 10-minute time shift, beginning of fall quarter. Most of the campaign is electronic. **The marketing team will share with CSC to share out in the newsletter**
- b. **May 9<sup>th</sup>** good day to launch campaign and go through graduation- to match when the fall schedule is released
  - i. Compose an email list- send the jpeg to all college marketing representatives. The Provost office can send out an email as reminder – marketing can create language to be send out
  - ii. Campaign (electronic piece) – website and web landing page
  - iii. Send out to the J list (mailing list), based on budget and availability send out a card or poster
  - iv. Include this information in the signature line (academic advisor, registrar, reg help)- graphic and links – Pat Daly will provide a template
  - v. Postcard if the budget permits- for students (for a reminder)
  - vi. Budget: 500 dollars
    1. The kiosk posters (4 posters- \$100.00)
    2. 500 posters (500 pcs-\$ 400) – undergraduate advising office – CSC can distribute to the advising offices
- c. which campus unit needs special attention for the scheduling changes for example dining, daycare. Michigan met with undergraduate, graduate, faculty senate, adjusted bus schedule, transportation, facilities (including day care), TAPS, UCR police, instructional (ITS) support, message on iLEarn so faculty can be aware, student government, child development center, RTA

### Voting Results:

All present committee members approved the campaign, the current material will go out.

## 2. Update on winter and spring scaffolding – Ryan Lipinski

- a. Feedback from associate deans are due tomorrow, thus far there is only one conflict (Psychology) Jeff is on track to get the matrix finalized. The final matrix to CSC April 29<sup>th</sup>- committee can review on the May 6<sup>th</sup>
  - i. If CSC gets the final matrix at April 29<sup>th</sup> for winter 2019, and the CSC will review discuss the final matrix on May 6<sup>th</sup>

### Discussion items:

Scaffolding- Anthropology- request by anthropology asking for fall scaffolding swap anthropology 1 with anthropology W. Two factors to consider, anthro 1 and anthro1W they include different group of students. W courses are not targeted to freshmen; they are meant to

cover English 1C requirement. Second, we are at risk of underutilizing the room. Anthropology 1W does not serve as many students as Anthropology 1 course. According to Anthro, the writing program went to them to provide this course, because it could service up to 300 students. The complexity is that if it does not work out, then Registrar will be asked to shuffle and it becomes more complicated. This also changes pre-req for students. According to Registrar office, historically they ask for reasoning and explanation as to why this is needs to happen. The only way this works, is there is additional room that is available for the other course either for Anthropology 1 or Anthropology 1W.

W courses, are specific it changes the requirements and the student population. The committee should consider what should be done if courses do not fall into the criteria that was initially created. The committee discussed and came to the conclusion, the request be denied due to the uncertainty of the situation.

### 3. Update on fall scheduling – Bracken Dailey

- a. Positive feedback from registrar office, it taking a bit longer but it going well. Handful of department were not in compliance and they were able to change it. Departments are resolving their issues; some have the impression that this is better. On May 6<sup>th</sup> the schedule will be published.

### 4. Update on pre-assignment for lab-intensive and similar courses – Bracken Dailey

- a. Pre-assignment agreement for lab courses or similar courses, Bracken will work on this. Micro bio and Chemistry approved.

### 5. Update on CSC website – Michelle Jaramillo

- a. Log in – to access the agenda, materials, and minutes
- b. Add the Pre-assignment agreement- add to the policy document

### 6. Old business – Discussion

- a. Special request process
- b. Rotating courses through scaffolding slots

### 7. Action Items:

- a. Pat Daly will provide materials to CSC members
- b. CSC members will distribute time change information starting May 9<sup>th</sup>
- c. Edit to CSC website