



Meeting Minutes

Committee: Course Scheduling Committee (CSC) **Meeting Date:** May 6, 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
	Alicia Arrizon	Associate Dean

Did not attend:

	John Wills	Faculty
	Iva Kalcheva	Faculty

1. Update on fall scheduling and time change

The Chair provided an update on fall scheduling and the time change campaign. According to the Registrar, Fall scheduling is generally going well. However, CNAS has five unscheduled primary and CHASS has 55 unscheduled primary.

The Time Change campaign will launch tomorrow Tuesday, May 7. Pat Daly distributed materials to the J-list; the remainder of materials will be shared with CSC members to distribute. In addition to print materials, the electronic materials will be on display throughout campus and UCR platforms.

The Course scheduling committee website is now live (csc.ucr.edu). Important information can be found on the website such as forms, contact information etc.

2. Scaffolding matrices for winter and spring

Ryan and group met and drafted the scaffolding matrices for winter and spring quarters. The group met and reviewed data from the last three years, reviewed the criteria, studied trends. Jeff from the Registrar office compiled the matrices, sent to the Associate Deans and asked for feedback from the Chairs. Once the group reviewed the feedback, Jeff adjusted the matrices and made alterations.

Associate Dean Connie Nugent informed the committee about Chemistry's late request to add two additional lectures. The request was submitted past the cut off period. Associate Dean Nugent will send the request to the Chair and committee for review. Associate Dean Nugent asked the committee to consider the request. The committee agrees to ask Jeff from the Registrar office if the two courses can be inserted into the matrix without major disruption or conflicts. The Chair will follow up with Jeff. The Chair purposed to approve the courses if the courses do not interfere with the current matrix. If the courses interfere, the committee will revisit this topic in a future meeting.

Voting Results:

All present committee members approved with the Chair's proposal.

Associate Dean Louie Rodriguez informed the committee about a request submitted by GSOE. The request was submitted on January 10, regarding Education 5 and Education 10. According to Ryan both courses were reviewed by the group and it was determined the courses did not meet the scaffolding criteria. Ryan will look into the details behind the group's decision and share with the committee.

The committee will review the winter matrix at the next meeting. The committee members will review the spreadsheets and be prepared to discuss in the next meeting.

3. New pre-assignment agreement

Chemistry and Biochemistry requested two courses to be added to the pre-assignment agreements. The Committee agreed to create a new pre-assignment agreement for both courses because of their special needs. But the Chair reviewed the pre-assignment agreements, discovered the courses already fall into a criteria. Both courses fall under (unique pedagogical needs) the Chair suggested expanding the criteria to incorporate additional standards. The Chair shared with the committee the suggested changes, the committee approved. The Chair will update the pre-assignment agreement.

Voting Results:

All present committee members approved the Chair's proposal.

4. New Business

A committee member expressed their concern about space issues. The committee member conveyed to the committee this is a concern felt throughout campus. The Chair shared with the committee multiple actions that are taking place to address this concern. Lottery funds that have been awarded to online instruction also may ease the space constrain felt on campus. Working with CHASS to potentially use University Theater as a classroom, the student success center is on track, utilizing UV/UNEX as classroom spaces. UCR Administration is aware of this issue and is attempting to address it, keeping in mind funds are limited.

5. Follow-up items:

- a. The Chair will follow up with Jeff regarding two courses for Chemistry
 - i. Associate Dean Connie Nugent will send request to the Chair
- b. The Committee will review the winter scaffolding matrix
- c. The Chair will update the pre-assignment agreement