

Meeting Minutes

Committee:	Course Scheduling Committee (CSC)	Meeting Date:	November 5, 2019
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Location:	Hinderaker 0154	Organizer:	Ken Baerenklau
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ATTENDEES:

Ken Baerenklau (Chair)	Associate Provost
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Bracken Dailey	Registrar
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Bob Ream	Associate Dean
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Ivalina Kalcheva	Faculty Senate Representative
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Kurt Schwabe	Associate Dean
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Kim Wolf	Student Affairs Assistant
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Kathy Redd	Director & Student Services Advisor
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Kurt Schwabe	Associate Dean
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Rachel Wu	Faculty Senate Representative
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Marko Princevac	Associate Dean
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Did not attend:

Alicia Arrizon	Associate Dean
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Connie Nugent	Divisional Dean
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Thomas Kramer	Associate Dean
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1. Preliminary senate response to exam scheduling memo

A memo sent from the CSC to the Senate in May 2019 requested that Regulation 1.8.1 be reviewed, and that shorter final exams be considered in order to provide a guaranteed reading period for all students prior to exam week and to help reduce exam conflicts by providing more exam blocks. The Senate responded and asked the CSC to submit a more specific request for how the regulation should be revised. The CSC had postponed this discussion for a meeting when all points of view would be represented.

Discussion

Committee members discussed the pros and cons of shortening final exam blocks. Several expressed a desire to obtain more information from the campus before changing the regulation. Some members also asked if there is any published research on the effects of exam length and reading periods on learning outcomes. It was suggested that the CSC could solicit input and look for relevant research. It also was suggested that this should be part of the Senate's deliberative process because it is their regulation and it will be the Senate's decision whether or not to change it.

A committee member motioned to request a change in the regulation that would limit final exam blocks to two-hours, thus enabling a two-day reading period for all students. The motion was seconded. A majority voted to support the motion. Committee members asked the Chair to include language in the request that encourages more consultation and research before a decision is made.

VOTING RESULTS:

Including those voting by email, ten committee members were in favor and two committee members were opposed to the motion.

2. Assessment of scheduling policy changes

The Registrar's Office has been collecting data on how the recent scheduling policy changes have impacted various units on campus. There is a concern that the changes may have disadvantaged some departments in CHASS. The Registrar is aiming to develop a set of standard reports that will be used to monitor impacts of scheduling on individual departments on an ongoing basis, and that should be useful for catalyzing and investigating discussions about possible policy changes. The Registrar intends to present on this information at the next CSC meeting in November. The Committee also intends to survey departments chairs to understand their experiences but determined it would be best to wait to send the survey until late January 2020, after the campus has been through a full academic year under the new policy.

3. New business

There was no new business.