Meeting Minutes

Committee:	Course Scheduling Committee (CSC)	Meeting Date:	December 10, 2019
Location:	Hinderaker 0154	Organizer:	Ken Baerenklau

ATTENDEES:

	Ken Baerenklau (Chair)	Associate Provost
	Bob Ream	Associate Dean
	Ivalina Kalcheva	Faculty Senate Representative
	Kim Wolf	Student Affairs Assistant
	Kathy Redd	Director& Student Services Advisor
	Rachel Wu	Faculty Senate Representative
	Thomas Kramer	Associate Dean
	Marko Princevac	Associate Dean

Did not attend:

	Alicia Arrizon	Associate Dean
	Connie Nugent	Divisional Dean
	Kurt Schwabe	Associate Dean
	Bracken Dailey	Registrar
	Bob Ream	Associate Dean

1. **Pre-assignment requests**

   a. Discuss and vote on the requests for priority scheduling from Entomology and from Engineering

Discussion

Two pre-assignment requests for the committee to consider.

Entomology request- the course sent for review meets twice a year, fall and spring quarter, twice a week. Students work with bees in the apiary. Recently the class has been scheduled in the afternoon but the heat can be excessive for students and also can affect the bees' behavior. The department wants to place the course in a pre-assignment agreement to avoid the possibility of scheduling the class in the afternoon.

The committee approved the request for a morning time slot due to the pedagogical reasons provided by the department. The Chair will relay to the department the committee's decision. The course will need to fit in a standard meeting pattern. The chair also will follow up with the department about whether the class is fully utilizing its general assignment classroom or if the space might be used more efficiently.

The second request was sent by the Bourns College of Engineering. The request is to include an additional larger room in the existing pre-assignment agreement for the MSOL program. Currently, only a few rooms are set up with equipment needed to teach the classes in this program (per Academic Senate requirements). Due to increased enrollment, a bigger space with appropriate equipment will be required to teach some courses. The request is to add Bourn A125 to the pre-assignment agreement. ITS is ready to install the necessary equipment. The committee agreed to support a pre-assignment agreement for certain classes (CS 229, CS 235, CS 242, and CS 167) if the enrollment is too large to be taught in the other rooms. The pre-assignment agreement would apply to the room but not to any specific meeting times. The chair will communicate the committee's decision to college.

2. Survey planning- feedback on how to structure the survey

The committee agreed to formulate a survey to ask faculty about challenges, ongoing issues, and suggestions for improvement regarding the new scheduling policy implemented this academic year. The survey may target different populations across campus e.g. Chairs, Vice Chairs, faculty, undergraduate advisors, students and staff. The introduction of the survey will have a short description that will ask participants to answer questions based on their personal experiences and how the new policy changes implemented last quarter affected them directly. The survey will be sent out in late January or early February 2020 to allow three scheduling cycles to be completed. The student survey will be go out by April 2020.

Discussion:

Committee members suggested the questions below to consider for the survey:

- What is your role in scheduling?
- Did you teach a class in the last year?
- Have you encountered any problems with the new scheduling policy change?
    - E.g. were your requested times shifted to substantially different slots (e.g. morning to late evening)
- Have you noticed impacts on specific groups of faculty? Provide examples.
- What is something you would like to change about the scheduling policy? What would be the implications of the suggested change?
- What do you think of the new scaffolding step? Could it be improved?
- What is something that you like about the new policy?
- What do you think of the use of enrolment history to schedule courses? Has this impacted you negatively?
- Did you have any issues with standard time blocks?