



Meeting Minutes

Committee: Course Scheduling Committee (CSC) **Meeting Date:** February 3, 2020

Location: Hinderaker 0154 **Organizer:** Ken Baerenklau

ATTENDEES:

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

Did not attend:

Alicia Arrizon	Associate Dean
Connie Nugent	Divisional Dean
Ivalina Kalcheva	Faculty Senate Representative

1. Art History pre-assignment request

The requestor is asking for priority scheduling for Watkins 1000. Registrar Dailey reached out to Michael Kennedy, the Chief Technology Officer at ITS. He confirmed the projector in Watkins 1000 is the same model used across campus. The only difference is the lighting around the screen, which can be adjusted. The screen is large and is not composed of multiple displays because it is a theater. The requestor argues no other room can accommodate the course's requirements.

Discussion

The request is vague and alludes to the department's discretion to utilize the room for other arts courses. The committee agrees it is not feasible to block out the room because it will create additional restrictions for the Registrar office. The committee agreed to table the request until the Chair reaches out to the requestor for additional information and ITS provides more details on the instructional technologies in the room.

Vote: A majority voted to table the request.

2. Biology pre-assignment request

The requestor is asking for Human physiology 171 to be included in prime time on a standard meeting pattern either Monday & Wednesday or Tuesday & Thursday. Requestor argues the course needs to be in prime time because students have jobs, internships, etc. The requestor requested a standard 2-day meeting pattern because all students have to have discussion activities on Fridays. The committee discussed the request but found that the arguments in favor could apply to many classes at UCR. The committee did not feel the rationale for the request was compelling and voted not to approve.

3. Scheduling new classrooms UNEX, UV and housing

The Registrar and the Chair found extra classroom spaces on campus. Central campus will fund 400 seats at the Extension Center for Fall 2020. There will be 350 seats in housing for Fall 2020. Housing requested freshmen courses to be scheduled in the residence halls to give priority to freshmen courses due to the location. The courses at the Extension Center will be scheduled during prime time, 2-day standard meeting pattern. A portion of the classrooms will be in the UNEX building and the other classes will be in University Village. The Student Success Center will accommodate an additional 1,100 seats. The Student Success Center will be ready by Fall 2021.

Registrar Office will add the classrooms to the general assignment room list. University Village time will use to ensure there is sufficient travel time for faculty and students. Extension will provide IT technicians at the room to assist with technology on the first day of each class

4. Final opportunity for input on the faculty survey

The survey will go out by February 4, 2020. Committee members can provide feedback by tonight.

5. Action Items:

- The Chair will contact the Art History requestor to share ITS findings and ask for additional information regarding the request.