Meeting Minutes

Committee:	Course Scheduling Committee (CSC)	Meeting Date:	June 1, 2020
Location:	Zoom	Organizer:	Ken Baerenklau

ATTENDEES:

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

Did not attend:

	Alicia Arrizon	Associate Dean
	Ivalina Kalcheva	Faculty Senate Representative

1. Alleviating the "hunger games" stage with multiple runs of the scheduling optimizer

The Registrar shared with the committee different scenarios and how primetime slots are pushed to evening time slots. When the department requests prime time slots, some will end up in evening time slots. The department puts all the requests at the same time. The registrar office makes sure they meet the requirements and run the optimizer at one time. Because it runs all requests at the same time, when it comes time for alternative options, some sections receive the least favorable time slot because they are left overtimes or early times.

The Registrar and the Chair discussed various options in attempt to solve some issues with the optimizer.

- First option: The optimizer can run in prime time during the first round for primary activities during prime times (optimizer). The registrar will give the departments an option to change the request for non-prime time and date and send that information to Registrar. E.g. the principle will have to agree on a fundamental principle (Primetime courses are placed on prime time for a specific reason and will be given a priority for non-prime times). This might lead to getting 3:00 pm time slots.
    - o After the optimizer is ran for primetime slots, availability will be sent out. The time slots may be offered to those who did not get the prime time requested.

- Second option: Create a second band (3:00-6:00 pm). This will allow schedulers to go to faculty and present the options. The Registrar Office cannot guarantee the second time around requests. Because it might interfere with the class utilization policy. This option may create additional issues because it might not match the distribution of classes or classes being offered.

    - o Discussion: Committee members agree it t would be helpful to guarantee some sort of prime-time for departments at least 10%.The Registrar can guarantee time slots but not specific courses (it is not optimal).

- Third option: To tweak the hunger game process, the registrar office will send out an email, and the first who responds gets the time, but there are flaws with the system. The process move from email to a grind so others can view what times slots are still available and hold times for the first schedulers to arrive.
    - o The committee suggested the email should be sent out the first time in the morning at 8:00 am. The Registrar agreed to send out the email first thing in the morning to provide everyone an equal opportunity.

- Forth option: Run the optimizer, tell departments they have 3 days to pick a new date and time, and run the optimizer again, and go back to the department for another date and time and run the optimizer again until the Registrar has a handful of requests to do manually. This is only the method to rid of the hunger games.

- The committee agreed this might help and change the percentage that will help (70 and 40). The lower percentage will result in Chair prioritizing courses based on faculty needs. Reducing the percentages will help faculty understand the number of courses that need to be scheduled.

Voting: Committee members will review options and send their preferences to the Chair and Registrar.

2. Preventing prime hour requests from being bumped to evening slots with multiple optimizer runs

This agenda item was discussed alongside agenda item number one.

3. Scheduling matrix "heat map" to help smooth out excess demand

The heat map can help people to self-select to improve the success rate. On the compliance, the end has three tiers but on the optimizer have prime and non-prime time. Allowing the Registrar and scheduler to have more information upfront. Scheduling matrix "heat map" to help smooth out excess demand.

Bracken and Ken will digest the information and discuss it at the next committee meeting.

4. Action Items

- Bracken and Ken will digest the information and discuss it at the next committee meeting
- Committee members will send scheduling option preferences to the Chair and Registrar Office