

COURSE SCHEDULING COMMITTEE MEETING

Meeting Minutes

December 3, 2018

PRESENT: K. Baerenklau, B. Dailey, A. Arrizon, C. Nugent, K. Redd, M. Princevac, L. Rodriguez, K. Schwabe, K. Redd, J. Willis, J. Williams, A. Arrizon, C. Nugent, I. Kalcheva

ABSENT: B. Dailey, M. Princevac, E. Wong, R. Lipinski

Agenda:

1. Discussion of quarterly special requests
2. New scheduling policy
3. Scaffolding matrix

1. Discussion of quarterly special requests

The Chair asked Jeff, if special requests are viable part of the scheduling process. Jeff says there are pros/ cons, it depends on the requests and the size of the classrooms. The Chair asked Jeff what is the percentage of the requests are satisfied. Jeff answered that most requests are fulfilled. The more specific requests are tricky (it can go term by term). The Chair asked Kathy R. for her perspective on the process. Staff logs what faculty asks for. It is more about convenience. Jeff added that most requests go straight to the Registrar office. Connie added that all requests should go through the CSC prior it goes to the Registrar office. This will reduce the number of requests. Chair asked Jeff what is the best course of action for special requests, Jeff agrees with the Committee to send all requests to the CSC for review, then once approved it goes to the Registrar Office. Jeff would like the requests to be narrowed so the CSC makes the decision and not the analyst. Kathy believes it is reasonable to ask the department for the requests with the pre- scheduling agreements at the same time. Are we sending this to faculty directly? The Chair recommended that we keep the current process with the call but faculty have to include a justification. Connie suggested to include a drop box option, to provide options for faculty to select their needs (ex. Equipment, space, seats).

The chair believes there is not enough time to implement this now, suggested to keep the current process for FALL 2019, to not overwhelm the CSC and chairs/faculty. The Registrar will still be in charge of this process for FALL 2019.

Kathy R. asked Jeff how the staff goes about in meeting the needs of special requests, if there is another room available then they will have placed in that room. Kathy R. recommended that the Registrar office have more freedom to decide and make executive decision. Kurt recommended to include in the justification "Critical" and provide the justification. The Chair suggested, the CSC takes this on for WINTER 2020. The Chair agrees with Kathy's recommended to minimize the amount of back and forth with faculty.

2. New scheduling policy

The Chair shared with the Committee the document that was sent earlier today. The Chair made a few edits, some to be more specific. The Chair shared his edits with the Committee. The Chair recommended to remove the "gradable" word usage because it will confuse non-experts.

B. Prime/ Non- Prime Time Distribution

The Chair suggested for Jeff to look into this once again, to make sure the Committee is aware of the real percentage after scaffolding. Only some departments will have courses that will be scaffolded. The CSC reaffirmed that the program should not be penalized if the courses are scaffolded, so those courses do not count against prime hour allocations.

Nonstandard meeting patterns, something has to be in place in case there is a meeting like this. Jeff mentioned that BOCE (MWF- add additional hour on Wednesday) is one of the departments that utilize this. The Committee agreed this paragraph needs to be clarified, in order everyone understand this pattern. The Chair asked Jeff to look into this and provided a more simplified explanation for why the Committee is not including scaffolding courses.

F. Resolution of Excess Demand:

The Registrar goes off the list of the projected students that is provided by the Department. 2 sections (150 section 1) (250 section 2) the class that better utilizes that space will be selected. Next the Registrar will select the class that has the better historical utilization.

G. Requests for Meeting patterns:

Jeff explained to the Committee this basically means that if faculty have needs, their needs will be met.

H. Change Log

This is to make sure that any requests that come in are recorded. Change word "Significant" the committee suggested that the faculty should first go to their chairs to seek approved for special requests.

The Chair proposed to the Group, if the edits and comments look good to the Committee, then Ken will show it to Cindy for approval, or he asked the Committee if they would like to see the document again. The CSC agreed that Ken and Jeff will make the edits and it will go back to Ken for Cindy's approval. Then it will be sent out to the Chairs.

3. Scaffolding matrix

The Chair anticipates receiving a draft scaffolding matrix from the Registrar's office prior to next meeting, for review and discussion.

Jeff will put this matrix together, after Ryan, Barbra, Kim, and etc. met and held an emergency meeting. Would it be more helpful, to change some courses to MWF? Jeff mentioned that it could be done, because it would be the best use of rooms (utilization). Kathy R. recommended to focus on classes that have a historical record of being taught MWF. The Chair reminded the Committee that this would go to the Chairs, for them to review and share with their faculty. This all needs to be finished by February 1st. Therefore, this needs to be sent out soon, but as it seems as of now it is going to be redone, it will be helpful if the group meets again to make sure no classes interact. Jeff asked the Committee if there is a desire of priority meeting, MWF makes this easiest for the Registrar office. The Chair suggested to go with the MWF, as far as it could be done. He asked Jeff how much time it will take; Jeff will work the small group to make sure everything aligns. Jeff will work on this hopefully by Thursday. Once the Chair gets the information from Jeff, he will send it to the Committee, then it has been agreed upon, it will be sent out to Associate Deans and then they send it to the Chairs. There might be some Chairs that do not agree with the scheduling set up. Depending on the feedback, we can remove a few but not too many courses. Ken will help with appropriate language to send out to the Chairs. The CSC is expected to talk to the Chairs and reach out to them. The Chair offered to reach out to the Chairs, Kurt suggested to inform the Chairs to explain the benefits of this and it helps the students graduate in a timely manner.

Meeting adjourned at 3:00 pm.