

Meeting Minutes

Committee:	Course Scheduling Committee (CSC)	Meeting Date:	February 20, 2019
Location:	Hinderaker 0154	Organizer:	Ken Baerenklau

ATTENDEES:

Members	Ken Baerenklau (Chair)	Associate Provost
	Bracken Dailey	Registrar
	Jeff Williams	Scheduling Analyst
	Alicia Arrizon	Associate Dean
	Marko Princevac	Associate Dean
	Louie Rodriguez	Associate Dean
	Kurt Schwabe	Associate Dean
	Ryan Lipinski	Divisional Financial Administrative Officer
	Kathy Redd	Director & Student Services Advisor
	Connie Nugent	Divisional Dean
	Elaine Wong	Associate Dean
	John Wills	Faculty

Did not attend:

	Ivalina Kalcheva	Faculty
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1. Winter/spring scaffolding development schedule – Ryan

The group met a couple of weeks ago discuss course conflicts. There are three additional meetings in the future, evaluate the other courses, plan on presenting these courses to Associate Deans on March 11th. Receive feedback from Chairs by March 22nd, send to Jeff and get feedback by April 8th. (Handout provides additional information) Allow the Chairs to view the matrix prior to being finalized. Chairs can provide their input and review the projected enrollment size of students. Department Chairs should provide feedback to the group.

Discussion items:

- This is only projected courses, but courses that end up on the scaffolding list mean the courses are going to take place. The committee approves with the schedule that was set up by Ryan.
- There is one program that is not satisfied with the outcome of the scaffolding. They removed the course, will be placed back on regular schedule. This is an option.

Winter

Political Sciences is requesting the following accommodations to be considered by the committee. At the moment, Political Sciences proposed for scaffolding are assigned MWF schedules.

2. Pre-assignment agreements

- i. EE260-Electric and Computer engineering
 - 1. Graduate seminar- pre-assignment agreement. Two different types, PhD students, and transition to PhD.

Discussion items:

Course not included in pre-assignment, because they meet on a standard meeting pattern. According to Registrar they meet on the standard meeting pattern (it is possible that the courses were removed because they meet on a standard meeting pattern) – offered Tues & Thurs (2:10 -3:30)

- a. Justification of request was not given. Marko assumes that they are scheduling outside speakers, additional information is needed. If guest speakers are scheduled, then they will be placed in the pre-agreement assignment. But if only UCR faculty are presenters then it should not be considered. (TABLED) KEN WILL FOLLOW UP
- ii. Foreign Languages- Jeff responded, because they can get a 4-day meeting pattern, he provided justification. The Chair found their argument compelling they rely on non-ladder faculty that teach these courses (because they have various careers)

Discussion items:

Registrar office is aware this department does its best to accommodate and schedule correctly. He is suggesting to keep it together (Hispanic studies and foreign language). The chair purposed to keep the pre-assignment agreement as is because they have done their due diligence to get their courses scheduled.

Voting Results:

All present committee members approved the to keep this pre-assignment agreement

- a) Agreement bucket for this pre-assignment – Non-standard meeting pattern. Or do we need to create a new bucket? 5 buckets- working professional students/faculty, it can be expanded to include instructors. Refine the bucket. The request was very specific and explained they had to find professional outside of UCR. (content area specialists that are needed to be successful at the University). Chair propose to accept this and rephrase the bucket, and ensure other not think this is allowable.
- iii. BIO/MCBL 121
 - i. Broad issue- sciences coordination with a lecture that meets once a week and multiple labs. Interdepartmental scheduling of labs, and non-standard meeting pattern. There are currently 20 sessions in BCOE & CNAS that fall under this pattern, they never had a pre-assignment agreement. The Committee is concerned as to how to prevent so many pre-assignment agreements. The Chair suggested that Bracken and Ken meet with the Chairs of CNAS and Bio (Kathy and Richard) and explain the current set up. (Connie Nugent wants to be present, and ask for additional information for a decision to be made)
- iv. BCH 015-
 - a. To be discussed during next CSC meeting

3. Messaging Campaign-Pat Daly

- i. Discussion items
 - i. Pat described the potential campaign for the fall 2019. To communicate to faculty, staff and students. Main focus is campus wide awareness. Launch for Spring 2019, awareness to students, sustain through the summer. Intend to post on student services, handouts, event calendar, Rsite weekly (students), media, web graphics. Faculty & staff can view on Rspace and iLearn.
- ii. Messaging Themes: 3 different themes & marketing plan

1. Start time rewind-emphasize time change
2. It class time, change time-give an example, goes together
3. 10-minute time change- example of what is old and what is new, emphasize 10-minute change time, minor change

iii. Marketing Plan

1. Start mid-April, through summer, and revamp in Fall 2019
2. Build a campaign (positive and painless)
3. Tone: authority and friendly
4. Website for guidance
5. Awareness when classes begin and end
6. Kiosk posters, handouts, newsletter, event calendar, Rspace, social media, etc.

ii. Discussion items

1. Which theme should be selected for this campaign. The 3rd option is a clear option, it is to the point, 10-minute time shift. The Committee agrees the last minute is the best option, very clear and there is no point of confusion. Consensus 3rd option.
2. Next steps: committee can propose bullet points, feel free to send to Pat D. Pat will work on the content and marketing for the campaign. Ken wants to add and emphasize the hour and the half hour. Pat will send to Ken and circulate and come back to another meeting and present to the Committee. The Associate Deans can share with faculty, to inform and distribute to chairs and faculty members.

4. Special Room requests process

i. Discussion items

- i. To be discussed next CSC meeting

5. **New Business**

6. **Action Items**

1. Ken will follow up with Engineering (EE260)
2. Ken will reach out to Foreign Languages to share committee's decision
3. The Chair will follow up with Jeff Williams, to rephrase bucket description for the pre-assignment agreements
4. Ken, Bracken, Connie, Kathy and Richard will meet to discuss current scaffolding set up