

COURSE SCHEDULING COMMITTEE MEETING

Meeting Minutes

September 21, 2018

Ken Baerenklau called to order the regular meeting of the Course Scheduling Committee at 10:00 am on Friday, September 21st at Hinderaker Hall, conference room 2120.

I. Roll call

Ken Baerenklau conducted a roll call. The following persons were present:

- Ken Baerenklau
- Elaine Wong
- Bracken Dailey
- Rylan Lipinski
- Alicia Arrizon
- Connie Nugent
- Kathy Redd

II. Introductions

- a) Ken informed the Committee there will be two Senate Faculty members joining the. (Dylan Rodriguez is in charge of appointing two people)
- b) CSC Schedule: Tina Montgomery put together (CSC meeting schedule)
 - i) Red- Important deadlines
- c) Eventually there may be a website where all information will be displayed

III. Handout: Provost's Course Scheduling Workgroup Policy Recommendations

- a) Cindy's letter back to the Senate -* will be distributed to committee
- b) Currently we have an approved set of changes- policy & new changes need to be combined *not yet a new policy*
- c) Minor changes were made after Senate input
 - (1) Workgroup did not discuss scheduling for Online Courses exams
- d) **Decisions regarding course scheduling will not be made until the Senate representatives are present, unless scheduling deadlines loom
- e) **Clock time:** Classes start on the hour & half hour

- f) **CSC:** Establish transparency, allow others to express concerns, redirect complaints to CSC Committee
 - (i) **Jan 4- deadline for Fall 2019**
 - (ii) **Feb 1- deadline for Fall 2019**
 - a. **Decisions need to be made- who might get exception (faculty), which courses will get priority?**
- g) Committee will make recommendations to the Provost- she will make the final decision
 - b) **Priority scheduling:** Scheduling format-develop format
 - (1) K. Redd: How will this group interact with the Course Management group?
 - (2) K. Baerenklau: there is some overlap, that is to be determined. Also Gerry Bomotti (VC Planning & Budget) would like to be informed of classroom facilities issues that arise

K. Baerenklau asked committee what role will students have in the CSC? E. Wong, students will appreciate to be heard. A. Arrizon suggested to reach out to student body & ask for suggestions.

K. Baerenklau suggested to have a meeting once a year, to hear out students and answer questions (CSC members agreed it is a good idea)
- a) Scaffolding- Deans get together to determine when classes will be offered, to ensure courses do not interfere with one another
 - b) 2nd Priority- approved expectations
 - c) 3rd priority- standard meeting patterns
 - d) 4th priority- not approved exceptions
 - e) 5th priority- secondary activities (i.e. discussions or labs-scheduled after lectures)
- i) **Room holds:** Departments can no longer hold rooms for long period of time
 - B. Dailey mentioned rooms will sit empty for a while, while sections are on hold. Two weeks prior to 1st day of school room is allocated to others
- j) **Annual scheduling:** Rather than quarterly, it will be once a year. But this is a future project.
- h) **Guidelines and expectations:** Need to develop for future reference

Transparency and coordination: Information will be posted on the website- denials, meetings minutes, etc.

- i. A.A. recommended to circulate documents prior to meeting so attendees can review
- ii. CSC committee members (primarily Associate Deans), will be invited to meetings with Deans in regards to the course scheduling changes

IV. Bylaws

- a) Bylaws need to outline the group functions
 - i) How to receive petitions
 - ii) How to make the process, decisions, etc. public?
- b) K. Baerenklau suggested three committee members will work to write the bylaws
 - i) K. Baerenklau, R. Lipinski, and C. Nugent will work together to write CSC bylaws

V. Documentation (policies/ procedures, decisions...website?)

- a) Guidelines/ expectations document- need to determine what will be published?
- b) B. Dailey will lead to draft guidelines, with A. Arrizon & K. Redd
 - i) No specific target date- A. Arrizon situations will arise and will be addressed as they come

VI. Initial Tasks

- a) Pre-scheduling agreements-existing and new (campus RFP)
 - i) Final handout- by B. Dailey's office- (per policy: 12 pre-assignment agreements)
 - (1) Individual professor- will be considered, case by case
 - ii) CSC will reexamine and evaluate
 - iii) What process will be established- how to take in request? *Qualtrics survey
- b) Scaffolding for Fall 2019 (priority 1)

VII. Next Steps

- a) Determine how to implement the process
 - i) Scaffolding
 - ii) Pre-scheduling

iii) Exceptions

- (1) *** Faculty with disabilities, these cases can be examined but there will be no changes due to policy

VIII. Take Away Points

- a) Cindy's letter back to the Senate -* will be distributed to committee
- b) Decisions regarding course scheduling will not be made until the Senate representatives are present, unless deadlines loom
- c) **CSC:** Establish transparency, allow others to express concerns, redirect complains to CSC Committee
- d) Once a year, CSC will host a meeting for students, to give them a platform to share their input
- e) CSC Bylaws: Ken B., Ryan L., & Kathy R.
- f) CSC Guidelines: Bracken D., Alicia A., & Kathy R.
- g) CSC will examine Pre-assignment agreements for general assignment classroom
- h) CSC committee members, will be invited to meetings with Deans in regards to the course scheduling changes

IX. Adjournment

Ken Baerenklau adjourned the meeting at 10:47 am.

Minutes submitted by: Michelle Jaramillo

Minutes approved by: Ken Baerenklau