
Meeting Minutes

Committee:	Course Scheduling Committee (CSC)	Meeting Date:	May 28, 2019
Location:	Hinderaker 0154	Organizer:	Ken Baerenklau

ATTENDEES:

Members	Ken Baerenklau (Chair)	Associate Provost
	Bracken Dailey	Registrar
	Marko Princevac	Associate Dean
	Louie Rodriguez	Associate Dean, GSOE
	Kurt Schwabe	Associate Dean
	Ryan Lipinski	Divisional Financial Administrative Officer
	Kathy Redd	Director & Student Services Advisor
	Connie Nugent	Divisional Dean
	Elaine Wong	Associate Dean

Did not attend:

	John Wills	Faculty
	Iva Kalcheva	Faculty
	Alicia Arrizon	Associate Dean

1. Update on Fall Scheduling- Bracken Dailey

According to Registrar Dailey, Fall 2019 scheduling is going well, based on the first round of reviews all requests have been filled. Only four scheduling issues need to be resolved. Bracken and the Registrar office are working with BCOE to address the volume of students enrolled for fall 2019. The Committee suggested asking departments if certain room assignments can be switched to accommodate a bigger class. The Registrar concurred with this suggestion; however emphasized more time needs to pass for this to be a valid option. The Registrar office has offered UV theater space to BCOE, they declined; BCOE has been resourceful and has converted conference rooms to teaching spaces.

i. Discussion items

- Available spaces: The committee discussed the use of various spaces around campus to use as teaching spaces.
 - i. Genomics- A committee member suggested some departments have the opportunity to use this space. Kathy Redd will look into the current set up and how the room is currently scheduled.
 - ii. Pentland Hills- Bracken is looking into how spaces in Pentland Hills can be converted/ used as classroom
 - iii. University Theatre- Ken is in discussions about scheduling
 - iv. UV theaters- The use of the space is during the day, no movies should/ will be playing while class is in session
 - v. Use HUB- the Chair suggested looking into possible rooms to use as teaching spaces. Bracken will reach out to the HUB and inquire information about the current set up and schedule.

2. Update on time change campaign- Ken Baerenklau

The chair provided committee members with posters and electronic versions of posters, email signature, etc. The Chair asked the Associate Deans to follow up with their designated Deans to send out a communication that will come from their office, regarding the time change. The Committee agreed it would be a good idea for advisors and scheduling analysts to add the image to their email signature

3. Late changes to winter and spring scaffolding- Ryan Lipinski

According to Ryan Lipinski, the group met to discuss the Committee's suggestions. The group agreed with the proposals for Math and Chemistry by CSC. Bracken informed the committee the call for winter will go out in mid- June, therefore scaffolding must be complete beforehand. The Committee agreed to finalize scaffolding by Friday.

i. Discussion items

- The Registrar office will work on winter and spring scaffolding.
- Committee members confirmed Department Chairs were aware of winter and spring scaffolding.

4. Final exam scheduling- Ken Baerenklau

Chair Ken Baerenklau and Registrar Bracken Dailey drafted a document reviewing the reasoning behind the Committee's suggestion to review the senate bylaw for exam scheduling. The Chair will provide the document to the Executive Council; ideally, the letter will provide background and motivate the Executive council to review the bylaws.

i. Discussion items

- Chair Ken Baerenklau asked committee members to review and provide feedback to the letter, committee members reviewed the letter and approved for it to be sent out to the Executive Council
- The Committee agreed the letter should be sent out by Ken Baerenklau on behalf of the Course Scheduling Committee

5. CSC Meeting Schedule- Ken Baerenklau

- Summer Schedule- The Committee agreed to keep upcoming July and August meetings, if the committee agrees as a whole to cancel a meeting, it will be canceled.
- The Winter call is in early June and then again at the end of the summer

6. New Business

ii. Discussion items

- The Committee determined the need to adhere to a timeline for scaffolding, because departments make requests retroactively. If there are adjustments needed, committee will address case by case. However, it will not be possible to make large changes. Being in the scaffolding matrix also does not give a course other priority treatment over other courses (such as moving classrooms).
- Bylaws for CSC is a project for the upcoming academic year.

7. Action Items

- Kathy Redd will look into the current set up and how Genomics is currently scheduled.
- Ken will reach out and ask about scheduling of University Theatre
- Bracken will reach out to the HUB and inquire about the current set up and schedule.
- Associate Deans to follow up with their designated Deans to send out a communication that will come from their office, regarding the time change
- Advisors and scheduling analysts to add the image to their email signature