



## Meeting Minutes

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**Committee:** Course Scheduling Committee (CSC)      **Meeting Date:** October 5, 2020

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**Location:** Zoom      **Organizer:** Ken Baerenklau

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<b>Members:</b>		<b>Present</b>	<b>Absent</b>
Ken Baerenklau (Chair)	Associate Provost	X	
Alicia Arrizon	Associate Dean	X	
Bob Ream	Associate Dean	X	
Stephanie Dingwall	Faculty Senate Representative	X	
Rachel Wu	Faculty Senate Representative	X	
Thomas Kramer	Associate Dean	X	
Connie Nugent	Divisional Dean	X	
Kurt Schwabe	Associate Dean	X	
Bracken Dailey	Registrar	X	
Kim Wolf	Student Affairs Officer	X	
Marko Princevac	Associate Dean	X	
Ryan Lipinski	Director of CHASS Advising	X	

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### **1. Temporary policy change**

The Committee discussed whether to continue an ad hoc policy change, introduced for winter quarter, that gives departments the option to maintain their first-choice meeting times if no room is available. Departments must still create their schedules as per normal and comply with the prime hour regulation. However, anticipating the campus will not have many in-person courses in winter due to the pandemic, departments will have the option to keep their first-choice times if the scheduling optimizer is unable to assign a classroom at the requested time. Doing so means that the classes in question must be taught remotely in winter quarter even if the campus returns to normal operations. Alternatively, a department can continue the normal scheduling process, selecting different times until a room is found, if they desire to preserve the possibility of teaching in-person if the campus returns to normal operations in winter. This is separate from the “in-person instruction proposal process” which applies to modified campus operations.

The committee discussed the possibility that this could create new and unknown opportunities to game the scheduling process, and/or place new stress on scheduling staff to change meeting times for remote-only classes when doing so may create problems for students within the broader curriculum (i.e. conflicts). The chair clarified that scheduling staff would not be allowed to make such changes outside of the scheduling process.

The committee voted unanimously to approve the temporary policy change for winter quarter.

### **2. Scaffolding History courses**

The committee considered a request from the Department of History to review the scaffolding criteria so that courses such as History 10/15/20, which are scaffolded in fall but not winter or spring, could be scaffolded in every quarter. The committee reviewed the criteria (number of students, number of majors served, % freshmen enrolled) and considered impacts on students if the History courses remained outside of the scaffolding process. The chair noted that the challenges in History could be significantly alleviated with some outreach from the Registrar’s Office to department scheduling staff, and that the classes in question are large enough that they would normally receive high scheduling priority anyway.

The committee was not supportive of changing the scaffolding criteria at this time.

### **3. Registrar’s quarterly report**

The Registrar presented the draft quarterly report and asked for feedback from the committee. Discussion was brief. It was suggested that the executive summary be edited to make it more informative for a variety of audiences. It also was suggested that wide circulation would be good for transparency. The committee was invited to provide additional feedback in writing.