

COURSE SCHEDULING COMMITTEE MEETING

Meeting Minutes

January 7, 2019

PRESENT: K. Baerenklau, B. Dailey, C. Nugent, M. Princevac, L. Rodriguez, R. Lipinski, E. Wong, J. Wills, K. Schwabe, A. Arrizon,

ABSENT: I. Kalcheva, K. Redd

1. Update on scaffolding

Comments from the Chairs, Anthropology had one concern. They are concerned about Antro 1, its currently scheduled MWF, they prefer two dates; because they want to screen films. Bracken will follow up with Jeff regarding making this a two day a week.

Comments received to date (see attached from GSOE)

Louie (GSOE)- there is an issue, there is a formula in GSOE every section is 25 students, propose solution Edu 5 all students have to take this course (expecting about 150 students for fall)

Jeff looked into this: Walkins 1000- education 10- MW 2:00-3:20 (based

Tu Thurs (9:00-10:30)- education 5- (follow up with Bracken with room suggested)

Marko- there are no objections from BCOE

Connie N.- there are no objections from CNAS

Elaine W- there are no objections

Kurt S.- there are a few objections, he will get details to Ken by 1.18.19 (undergraduate courses) pre-assignments agreements (special request due 1.31.19)

2. Update on pre-assignment agreements

-Comments received to-date

Are there any comments from the Associate Deans, GSOE mentioned the Committee will meet tomorrow and they will discuss this topic? Will email

Hispanic Studies- Alicia there is no feedback from this group. Alicia does expect a few people to come back and have a few suggestions. (TBD)

-Hybrid courses

In previous meetings, it was discussed that Hybrid courses will be given priority or special treatment. The way to do is, to create a pre-assignment agreement, the Chair opened this to a discussion. Preferably treatment because they do not occupy space. This is a good idea, as an incentive but as online courses grow there might be issues. This might be a good incentive while there are not a lot of hybrid courses. The Senate needs to be aware of these courses and be part of this discussion. Currently, the Senate does not recognize hybrid courses. The first step is to make sure the Senate recognize hybrid courses and have it in writing. In order to schedule hybrid courses, each course has to have a partner (Tuesday- Thursday). The priority is the time day (prime hours). If this were to be done, to request from faculty what day of the week they prefer. Because this creates non-standard meeting patterns. There might various meetings patterns, Bracken brought up the various of how the course is being taught (online or onsite). If this set up is brought up, it might change the standard meeting pattern. It would be more efficient to create a procedure and process, once the Senate recognizes Hybrid courses. We need to define what is a hybrid course, two committee members do not think the incentive is not necessary at this time.

3. Exception request from Physics

Registrar office received an email from Physics, Noble Laureate requested to teach at a current time. Bracken and Ken discussed this, wanted to bring this to the Committee for discussion. The Chair recommendation is to accept this request, however, in the future ask departments to attempt to fit in the standard meeting pattern. Bracken will let them know and ask them that in the future attempt to fit into blocks.

4. Reading period prior to final exams

-Continue discussion from last time (see attached from other UCs)

Bracken did some research and asked UCs regarding reading periods. Registrar office worked with the Senate to do Saturdays. A Friday lecture can never have a final on a Saturday. Davis and Irvine (quarter) do two-hour exams. The issue for the students if the exam times are short the likelihood of multiple exams on one given day. UCSC does reading period and does not test on weekends. The Executive Council and Dylan Rodriguez are discussing this topic. He believes the Council will be in favor of 2-hour finals. The Chair shared with the Committee the difference between 3 hours, 2.5 hours, or 2 hours. It was offered to skip the first Saturday after the last day of classes to the following Saturday. This cannot be done because of commencement, and grading deadlines that are fast approaching. Colleges have to send out dismissals, students that are dropped have to look for other courses. The Chair brought it up, that faculty can be given a stricter deadline for grade turnover so students will be given a reading day. The final exam structure is based on meeting patterns, to decrease the likelihood of a student having multiple exams in one day. If this is no longer in place, it will cause issues. Marko recommended putting the final times and units in the syllables. To accommodate 2 hours and 3-hour finals. (Bracken believes this will create issues for students, might have multiple finals in one day)

Dylan asked Bracken and Ken to talk to the Executive Council to discuss this topic. J. Willis- brought up sometimes undergrad courses have final papers and do not utilize the space for final exams. At the moment there is no method where faculty let Registrar know about the room.

Weekend reading period, what information is there for long a reading period should be. There is no data on that. The issue is that UCR is on a quarter system. What is the possibility of commencement to move? This is possibility to move this? At how long he ends of the day, the Senate decides how long the exams will be (2, 2.5, 3 hours). The Committee can give the pros and cons for different hours. The committee can ask faculty do you use the full three hours?

5. Special requests process

-Continuous discussion from previous meeting

The special request lists, is that a part of the process we should look to make some changes to? Are there things that should be changed. Bracken can't justify why some have to go through the survey and others can just submit it. Overall what is important is that is fair. This creates an expectation, and what requests are made, it creates an issue because schedulers know how to work the system, it also creates a lot of work. This conversation will continue in the next Course Scheduling Committee meeting