

# ***COURSE SCHEDULING COMMITTEE MEETING***

## ***Meeting Minutes***

December 17, 2018

PRESENT: K. Baerenklau, B. Dailey, A. Arrizon, C. Nugent, K. Redd, L. Rodriguez, R. Lipinski, I. Kalcheva

ABSENT: K. Schwabe, J. Wills, E. Wong, M. Princevac

The meeting was called to order by the Chair at 11:05 A.M.

1. Update on pre-assignment agreements
  - a. Ken contacted SPP, two departments in CHASS, SOB and reminded them there are changes to procedures. If are not satisfied with the agreement, they are able to request an additional review. No one has responded to those emails. Bracken is reaching out to Colloquiums (4), Graduate seminar standard meeting pattern. Pre-assignments committee agreed that the graduate seminar one day a week they will keep the agreement because it is not a standard meeting pattern. Bracken will reach out to those that do not fall into the standard meeting pattern. Bracken will send those emails out by 12/17/18.
2. Discuss impact of scaffolding on prime time availability
  - a. Ken sent out the scaffolding matrix, the Associate Deans and enrollment staff agreed and it was sent out to the colleges. Ken sent out to Associate Deans from bigger colleges, Connie and Alicia sent out to Chairs. Connie sent it out to Chairs that only classes that were on the list. Alicia sent out to all the Chairs in CHASS.
    - i. Filter criteria was created for the courses that should be included. In the original email, the explanation was included.
    - ii. Committee (FOLLOW UP with ENGINEERING) will send email to ALL the Chairs
  - b. Impact on Prime time
    - i. Bracken explained that Jeff took into consideration prime time, if we allow departments more than 50% of departments. Jeff and Bracken did the number; the conclusion is that 20 sections are over. In the current process are there courses that are in prime time and then there is negotiating. For now, it seems this is the best option to keep prime time and to keep the 50% allocation. This is to make departments consider other alternatives. Kathy asked so what does that mean, it means that 20 classes are not in prime time. This means we are relying on the current process, but the Committee should watch this process and make sure it does not create conflict. Louie brought up two courses that need changes to be made. Ken asked the Associate Chairs, if they will request Chairs for a written request. Ken suggested to Louie to have it written and send it back to Ken. (REMIND COMMITTEE TO remind CHAIRS FOR REQUESTS ON 1/7/19) The Committee agrees with Bracken's suggestion of current process.
    - ii.
3. Distribute new scheduling policy with recent edits

- a. Jeff made a few changes to the policy. Ken will show this new version to Cindy and upon her review it will be the new the policy. The committee can review and send any edits or issues to Ken by 12/18/18
4. Discuss introducing a “reading day” prior to exam week
  - a. Chancellor Town hall, david Reznick brought up “reading day” Cindy asked if this topic can be discussed. To have a dead day in between the last day of instruction and final. (Monday to Saturday) and now (Saturday to Friday) This was the case, however this had to change because of growth and commencement. There is still conflicts in scheduling finals, Scheduling staff suggested to have 2 hour finals to allow additional time blocks, but they did not agree with that suggestion. One of the suggestion that arose is to use (Monday to Saturday) instead of (Saturday to Friday). Additional issue, is that faculty have issues submitting their grades on time. There are multiple issues with extending the deadline with grades, departments need to drop the students. Sundays are not options because of religious reasons.
  - b. Benefits of Dead week or read days between final day of instruction and finals week. Is there room for two hours’ finals, there will be conflict because some faculty will like the two hour finals but other want three hours. I. K. mentioned the reason why she gave a three-hour final because she wanted to compile. Ken suggested to consider Sunday as an option. Louie suggested to survey the faculty for preferences. Ken and Bracken shared their concerns with this, because students will have multiple finals. Students could have a class on Tuesday and have a final for that class on Saturday. Bracken will reach out to other UC campuses (quarter system) and find out if they have dead week or a dead day. Pick this up at another meeting, after survey of faculty of how they feel it. Bracken will send out a survey to the other UCs with a quarter system.
5. Discuss messaging plans for 2019
  - a. The message of that needs to be conveyed to campus is that classes will be begin on the hour. This information has been shared throughout campus. Ken brought up to campus, and the issues that might arise from this. Chair wants the committee to begin to think of the messages that need to be conveyed to campus. What marketing strategies need to be put in place to ensure this message gets across. Alicia shared her concerns with students being late, pop-up on Rweb can be shown on there (time change) iLearn (BANNER for a while from the summer onto Fall 2019). Should we wait after spring quarter? Begin this process in May 2019, the pop up can appear on iLearn and Rweb. For faculty can be displayed in the Banner for faculty. Roll this out until they register for fall classes. Create (Statement) faculty to include this in the syllabus so students can be aware. Create messaging via social media, departments can post it on their websites. Header on every department banner (ITS) Summer 2019 scheduled for ten minutes after. Physical display of banners around campus. Bracken will talk to LaRae and Pat D. to create a campaign for this. Stickers that can be shared with students. University communications, Ken will ask Pat. D. for campaign idea.