

COURSE SCHEDULING COMMITTEE MEETING

Meeting Minutes

November 20, 2018

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

ABSENT: K. Schwabe, I. Kalcheva

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

The Chair asked for the updated list of courses that were identified by the Associate Deans. The list was updated, however it still needed to be compiled together. Once the list is finalized the Committee agreed that it will be send out to the Chairs of the Departments. The Chair asked the Committee if the criteria should be provided to the Chairs. The Committee members discussed this option and came to the conclusion, it was a good idea to do so. The criteria need to be discussed in more in depth and finalized soon.

The Chair reminded the Committee about the multiple deadlines that are forthcoming. February 1st is the deadline to finalize a list of Priority 1 courses for Fall 2019 (scaffolding), March 8th is the deadline to review Priority 2 requests for Fall 2019 (exceptions) and to finalize guidelines/expectations document. The Chair suggested January 7th as the deadline for Chairs to submit their responses to scaffolding, so they can be reviewed by the Committee and if approved sent to the Registrar office. The Chair also suggested to draft an explanation of the process and a list of courses, to be shared with the Department Chairs. The Committee discussed and agreed this would be beneficial. Professor Princevac will send the Chair all the documents compiled and he will work with Kim Wolf on the draft the explanation. As soon as, the Chair receives the documents, the list of courses will be shared with the Registrar Office. Jeff will create the matrix, then the Chair will circulate all documents to the Committee and conduct a vote; once a decision is made it will go out to Department Chairs.

The Committee discussed the scaffolding of multiple sections, it was decided that in order to avoid conflict, it was best to make a judgment call about how many should be scaffolded. If any issues arise, they will be addressed as they come.

The Chair informed the Committee, he and B. Dailey discussed and edited the pre-assignment agreements, he shared the suggestions that were made. The Committee reviewed and voted on the Agreements. He explained that once there is a final decision, the recommendations will be presented to the Provost, if there are no objections it will be sent out to Department Chairs with an explanation of each decision. Then the list of Agreements will be sent to the Registrar.

The Committee discussed and reviewed the following pre-assignment agreements:

- 1. Pre-assigned Room:** The Chair and Registrar Dailey recommended keeping this agreement but removing courses that are not colloquium. If departments want to add any course, they will have to submit their proposal to the Committee. Some CNAS courses were removed because they have space in genomics, others were removed because they are

not “colloquia”. BC231 was removed because it now falls under a standard meeting pattern. Chemistry 302 was also removed, but Chemistry 250 needs to be extended because it occupies more than 60 minutes. The Committee agreed unanimously with the recommendation.

2. **Foreign Language Course:** The Chair and Registrar Dailey recommended removing this from the list of Pre-Assignment Agreements. The Chair reminded the Committee the 4 days a week is no longer a non- standard pattern. Therefore, they do not need a Preassignment agreement. If any issues arise, they can resubmit to the Committee. The Committee unanimously supported the recommendation.
3. **Graduate Education Course:** The Chair and Registrar Dailey recommended to confirm with the School of Education, the reasoning behind their justification. Professor Willis, explained why the current schedule is in place. He shared with the Committee students are working educators. Some students have a placement during the day, and have classes in the late afternoon. Some students take multiple classes in one day, therefore most course begin at 4:00 pm in order to make it to their second class usually at 7:00 pm. This is a compelling reason; this agreement is place to accommodate working educators. The Committee discussed and agreed to keep this agreement on the list.
4. **Graduate Seminar:** The Chair and Registrar Dailey recommended cleaning out the sections that will conform to new standard meeting patterns, and explain to the departments there is no longer a need for priority. Keep any course that is a unit bearing section with a non-standard meeting pattern and return to this issue again later. The committee unanimously supported the recommendation.
5. **CHFV: CHASS Connect Freshmen Course:** The courses listed under this agreement are also listed under agreement 6. There is no reason to break out CHASS- Connect sections from other Learning Community sections, so this agreement is duplicative. The Committee unanimously agreed to cancel this agreement.
6. **Learning Community:** Registrar Dailey reminded the Committee that the large volume of Learning Committee discussion sections associated with these courses also will get scheduling priority. The recommendation was to keep this agreement because the campus made a large investment and committed to the Learning Communities, which are viewed as having a positive impact on students. The Committee unanimously supported the recommendation.
7. **Math:** Math has structured their courses with 2 days of lecture and 2 days of discussion sections, on alternating days. This is a non-standard meeting pattern. Registrar Dailey explained to the Committee that Math fills the assigned rooms with additional lectures, which is the agreement with the department. This is done instead of releasing the room. The Chair explained that canceling this agreement would give math low priority for scheduling, due to a pedagogical approach that was approved by the academic senate. Registrar Dailey and the Chair recommended to keep this agreement. The Committee unanimously approved the recommendation.
8. **MSOL:** Registrar Dailey and the Chair recommended to keep this agreement. The motivation for this agreement is the need to record lectures for the online students. This pedagogical approach was approved by the academic senate. If the agreement were to be canceled, MSOL would not be guaranteed assignment to a room with appropriate technology. The Committee discussed the recommendation and agreed to keep the agreement.

- 9. School of Business:** The Chair and Registrar Dailey recommended to cancel the agreement and ask the program to submit a request via the normal process. There are now many 2-day per week meeting patterns and many rooms that can accommodate 75+ students. Also the Committee does not believe office proximity should be considered a priority. The Committee approved the recommendation.
- 10. Physics:** Physics claims there is a need for the rotating stage and equipment. The utilization is low, but there no other smaller rooms that can be used. Therefore, the recommendation is to keep the agreement for now, but to review it more in detail in the future. The Committee agreed with the recommendation.
- 11. HUB:** The HUB does at times request room (WAT 1000) however, it does not happen often and the requests have low priority.
- 12. Faculty Special Needs:** The Registrar office confirms with HR department. This agreement will remain unchanged.

The Chair suggested to use Qualtrics as a tool for intake of pre-assignment requests and other special room requests. Faculty can fill out the form, provide the issues, the reasoning behind the request. Registrar Dailey expressed the importance of providing justification, it gives valuable information to staff; so they can schedule appropriately. The Committee agreed with the need for justifications for rooms, faculty should be able to make a case for a room. Then the Committee will review the request and make a decision. The Chair agreed and suggested there should be a document drafted to be sent out to Department Chairs, then Chairs can send that out to their faculty members. The Committee discussed this and agreed this would be a good idea. It was brought up that all Department Chairs should be aware of the requests made by Faculty members regarding rooms and that the Chair should have the final decision if it goes to CSC for consideration.

Take Away Points:

- Committee will figure out how to reach out to Department Chairs and provide information that needs to be shared
- Professor Princevac will meet with Associate Deans to draft document that will be sent out to Chairs
- Qualtrics- Committee will create questions that will be included in the survey that will be sent out

Adjournment

The meeting was adjourned by the Chair at 3:00 pm.