

COURSE SCHEDULING COMMITTEE MEETING

Meeting Minutes

November 5, 2018

The Course Scheduling Committee at 2:00 pm on Monday, November 5th, 2018 at Hinderaker Hall, conference room 0154

I. Roll call

Secretary Name

- Ken Baerenklau
- Bracken Dailey
- Alicia Arrizon
- Connie Nugent
- Kathy Redd
- Marko Princevac
- Ivalina Kalcheva
- John Willis

The following persons were not present:

- Elaine Wong
- Louie Rodriguez
- Ryan Lipinski
- Kurt Schwabe

Faculty senate representatives- Ivalina & John

II. Process for Scaffolding-Associate Deans

1. Marko met with Associate Deans to discuss recommendations, identified courses are on the report- came up with a list of courses that need to be scaffolded
 - a. Seniors have priority, do not need scaffolding
 - b. The criteria- number of students enrolled (freshmen) this class needs to be a priority
 - c. Scaffolding for big courses
 - d. Priorities: learning communities, to construct easy communities
 - e. Schedule classes in BLOCKS- pre requisites (math, Chem, etc.)
 - f. Next step to approach Chairs to convince them this is a good process. Include the list of classes that will be scaffolded

- g. Instructional research will provide a list, a list known to be priority, and then reserve criteria will be created look at trends

List:

College sent list:

- BCOE: Kimberly Wolf- what criteria? the classes that students need
- Learning Communities was stressed.
- CHASS: all classes that are listed are needed, there is nothing to add to the list (meeting with Ryan and Jose) the list looks good

viii) Registrar deadline- list needs to be done by **Feb 1st 2019**

viv) The matrix to be shared with all for Fall 2019. Will be shared with schedulers so they can avoid certain time frames

2. Version of the final list- Marko- ready - to share with the Chairs
 - a. Take that list, to communicate with the Department Chairs and share the implications of the list
 - b. Department chairs can request rooms, based on room utilization CSC might have to make decision
 - (1) JEFF made a decision regarding room
 - c. Colleges have provided feedback one way or another
3. The list needs to be scaffolded-
 - a. Marko will send the spreadsheet to Bracken, Jeff will work on the Matrix
 - (1) Ken Baerenklau will share the updated version of the list
 - (a) Marko requested the list to be updated and sent to the Associate Deans so it can be shared with Chairs (some chairs will appreciate it from Ken others from Associate Deans)
 - (2) The list will be sent out to all Chairs
 - (a) People might complain because their courses was not on the list – we have a criterion
 - (b) Send out revised matrix, with explanation
4. Bracken- is there explanation what courses should not be conflicted- there needs to be indication of what courses do not overlap with specific courses

- a. Another column will be added to specify what courses cannot conflict
 - b. Scaffolding- what courses need to make sure are not conflicted? or need to be taken during the same term?
 - (1) Kathy Redd will look at the original scaffolding and make sure there is nothing at variance.
 - c. Principle: proliferation of courses, think of what the criteria should be, avoid the tendency to say if a certain course is scheduled then other one should be scheduled as well just for convenience.
5. How did we get to list of course to that does not conflicted with other course?
 - a. Pre-requisite, course planning,
 - b. Conflicts were identified by K.B. and Associate Deans
 6. Comprehensive list of courses to be avoided will be created by Marko P. with the Colleges and then sent to Jeff to worked on (matrix)
 7. 2 weeks- get the matrix created by Jeff- Marko will ask advisors and colleges to list conflict of courses (Colleges need to see all the courses in the list) column will be created (BCOE, CHASSS, CNAS, etc.) get the list back in a week 11.12.18 and send list to Jeff
 8. Additional question: does that mean that class or is it a certain section scaffolding? - not every section should be scaffolded- what number of sections that need to be scaffolded. Number of section needs to be identified by colleges and associate deans, so Jeff can know what to do with the matrix.
 - a. Some committee members are concerned- does every section, or only a certain percentage of sections need to scaffolded?
 9. It will be sent to Jeff within the next two weeks

III. Process for pre-assignment agreements- Ken & Bracken

1. Pre-assignment agreements, Bracken's staff listed each agreement by department- pre-scheduling agreement than anticipated (1 for dept. chair, one for school) about 90 pre-assignment agreements
2. 60 of 90 graduate seminar and online engineering program
3. Take the graduate seminars- deal with them in a different way (once a week)
 - a. Scaffold the graduate seminar, if it were decided they need the room –registrar can begin to schedule and work on it, to reduce the number of letters sent out. –Cross all colleges- to collaborate and create a scaffolding for the seminars

- b. Registrar can put the scaffolding together at first, then the committee in a position to present this to the colleges
 - (1) Right now these seminars are available after prime time (after 3:00 pm) this can be presented to the colleges
- c. Ensure committee knows the definition of graduate seminar, who truly needs the assignment classes, how to maximum utilization (CNAS did do this)
- d. What is the true definition of seminar, colloquial seminar- however the class was set up- an outside speaker to talk- preschedule the classes, other classes are mobile (chairs can be moved)- Speaker series- small rooms- schedule them in no seminar rooms, where the classroom can be altered?
 - (1) If we are scheduling with priority, small classes, they can be handled in the department- Clean up- Bracken and Ken- will work on this - clean it up (Take the whole graduate seminar and redefine, use the CNAS model genomic model)
 - (2) Online engineering- reach out, justification need for technology, department who own the classes- how many rooms are suitable? – Marko, most rooms are not suitable- similar technology but suitable-

IV. Action Items

- 1. List of courses to be determined and send to Bracken within two weeks
- 2. Bracken & Ken meeting
- 3. Criteria

V. Adjournment

Facilitator Name adjourned the meeting at 3:00 pm

Minutes submitted by: Michelle Jaramillo

Minutes approved by: Ken Baerenklau