



Meeting Minutes

Committee: Course Scheduling Committee (CSC) **Meeting Date:** March 20, 2019

Location: Hinderaker 0154 **Organizer:** Ken Baerenklau

ATTENDEES:

Members	Ken Baerenklau (Chair)	Associate Provost
	Bracken Dailey	Registrar
	Marko Princevac	Associate Dean
	Louie Rodriguez	Associate Dean, GSOE
	Kurt Schwabe	Associate Dean
	Ryan Lipinski	Divisional Financial Administrative Officer
	Kathy Redd	Director & Student Services Advisor
	Connie Nugent	Divisional Dean
	Elaine Wong	Associate Dean
	Alicia Arrizon	Faculty

Did not attend:

	John Wills	Faculty
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1. Update on winter/spring scaffolding – Ryan
 - a. Update from the group working on this project, led by Ryan
 - i. Waiting for feedback from the Associate Deans, group met to discuss the courses. Enrollment criteria changed from 50 % first-years (fall) to 30 % (winter) to 15% (spring) because of AP/transfer credit. Feedback from Associate Deans is due on Friday, March 22nd. Then Jeff will work on the matrix, it will take 2-3 days to complete the matrix.
2. Update on scheduling- Bracken
 - a. Fall scheduling 2019- **going well, cautiously optimistic. So far no major obstacles.**
3. Courses that deliver a disproportionate amount of material outside of lecture – Ken
 - a. Some of our courses are “lab heavy” and deliver a relatively large amount of material through the laboratory component of the course, leaving a relatively small need for lecture time. This leads to requests for non-standard meeting patterns, which get lower priority without a pre-assignment agreement. Such courses are not unlike hybrid courses that deliver a relatively large amount of material online and need a small amount of lecture time. We have discussed the possibility of eventually creating a pre-assignment agreement for hybrid courses, anticipating we may see more of these developed and not wanting to penalize them. With lab heavy courses already being taught, we should discuss whether a broader but similar pre-assignment agreement should be created now to accommodate these courses as well.
 - b. Propose to create new pre-assignment agreement, and anticipate hybrid course be included (Committee agreed) Bracken to follow up
4. Bylaws- CSC can include the guidelines and terms of agreements so that some may sunset and/or have regular review.
5. Discuss feedback received to-date on Saturday classes (attachment)
 - a. 32 faculty members said yes, 52 classes submitted
 - b. Business students were polled
Most students want to have classes M-F and have their weekends to themselves. A large percent of students did not want to take Saturday classes.
 - c. Engineering was interested, but the financial commitment for additional instruction was too large.
 - d. Chemistry and Statistics labs are still possibilities.
 - e. GSOE- will send their findings to Associate Provost
6. Saturday Exams
 - a. The Senate EC did not entirely agree with the proposed solution to provide a reading period and end Saturday exams (to reduce exams from 3 hours to 2-2.5 hours). They

suggested to move commencement, but this doesn't help in winter and fall. The Provost and Associate Provost will write a letter to the Senate to request review of the Senate Bylaw that establishes the limit of 3 hours per exam. The committee discussed the pros and cons of the proposal.

- i. The Committee can suggest to the Senate to send out a survey to faculty to get their viewpoint of the 2-hour timeframe.

7. New Business

- a. CHASS Request- **Pre-assignment agreement (Creative Writing)**: Art studio model (3-hour courses) must be taught on Fridays.
- b. He is asking to schedule these courses (4 courses- sequence -46,47,48 and 12) during other days of the week.
- c. Request is late, process is too far along if the committee wanted to act.
- d. Moreover, the new meeting patterns are an improvement over the old patterns: previously there were no standard 3-hour patterns, now they are on Friday. Other days of the week may be requested as non-standard (as they were before).
- e. Moving 3-hour blocks will interfere with other highly preferred blocks on MTWR and impact utilization.
 - i. Committee declined the request.

8. Action Items

- a. Louie Rodriguez will send Ken GSOE findings regarding Saturday Classes
- b. CSC bylaws – still in need
- c. Michelle – completing the website
- d. Bracken - new pre-assignment agreement, anticipate hybrid courses be included
- e. Feedback from Associate Deans due March 22nd
- f. Group led by Ryan meet to discuss the courses, then information to be sent to Jeff so matrix can be finalized