

## Meeting Minutes

**Committee:** Course Scheduling Committee (CSC)      **Meeting Date:** August 8, 2019

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

**ATTENDEES:**

<b>Members</b>	Ken Baerenklau (Chair)	Associate Provost
	Kurt Schwabe	Associate Dean
	Marko Princevac	Associate Dean
	Louie Rodriguez	Associate Dean
	Kathy Redd	Director & Student Services Advisor
	Thomas Kramer	Associate Dean
	Connie Nugent	Divisional Dean

**Did not attend:**

John Wills	Faculty
Ivalina Kalcheva	Faculty

Ryan Lipinski	Divisional Financial Administrative Officer
Alicia Arrizon	Associate Dean
Bracken Dailey	Registrar

**Housekeeping: Table Agenda item #4 & #5 until next time**

## 1. Review Bracken's additions to the scheduling policy r.e. scaffolding courses (attachment)

Committee members received the scheduling policy on Tuesday, August 6. The document had been edited to clarify policies related to scaffolding courses. Committee members discussed and approved the suggested changes. The changes are effective for Spring 2020 scheduling. Scheduling Policy goes out every quarter; the Registrar will emphasize the policy changes when sent out to departments.

**Voting Results:** All present committee members approved the new language included in the scheduling policy.

## 2. Review new pre-assignment request from BPSC (attachment)

The Committee received a request for BPSC 21 to be included in pre-assignment. This is a popular non-major course offered twice a year. An important special activity is they take all students on a tour of Ag Ops during class time. This must be done during business hours, as Ag Ops staff need to be present and daylight is needed. They also need 80 minutes, 60 minutes is not enough time.

### i. Discussion items:

CNAS non-major courses are really impacted; these courses and this one in particular are planning to expand. Committee members supported the pedagogical justification but were concerned that this could be problematic if many other courses make similar requests.

Committee members also expressed that the special activity should be a signature feature of the course.

**Voting Results:** All present committee members approved the Chair's proposal to support the request. If in the future there is influx of this type of requests, the committee will revisit this idea.

## 3. Discuss Senate request to provide new language to revise exam scheduling bylaw

Review when all committee members are present.

## 4. Discuss departments gaming the prime hour requirement by late swapping of courses into departmental space

Review when all committee members are present. How widespread is this practice? Can we get supporting data from the Registrar?

## 5. Discuss scheduling for faculty administrators and senate members with tight schedules and meetings that are difficult to move

Review when all committee members are present.