



Meeting Minutes

Committee: Course Scheduling Committee (CSC) **Meeting Date:** March 2, 2020

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

ATTENDEES:

Ken Baerenklau (Chair)	Associate Provost
Bob Ream	Associate Dean
Kathy Redd	Director & Student Services Advisor
Rachel Wu	Faculty Senate Representative
Thomas Kramer	Associate Dean
Connie Nugent	Divisional Dean
Kurt Schwabe	Associate Dean
Bracken Dailey	Registrar
Kim Wolf	Student Affairs Assistant
Marko Princevac	Associate Dean

Did not attend:

Alicia Arrizon	Associate Dean
Ivalina Kalcheva	Faculty Senate Representative

1. Review/approval of minutes

The minutes from the previous meeting were sent to the committee members for review. The committee members could provide comments or requests to change the minutes.

Voting: All committee members approved the meetings for February 2020.

2. Exam scheduling response from Senate

The members discussed the feedback received from the Senate standing committees regarding the requested review of senate regulation R1.8.1. The Chair suggested the Senate should review the committee feedback to determine if there should be policy changes as R1.8.1 is a senate regulation. The Chair will write a memo to the Senate, inviting them to discuss the feedback and determine if any additional action is needed. The Chair will circulate a draft that will go out to the Senate.

3. Art History pre-assignment request

The Chair went back to the requestor and provided feedback from the committee. The requestor provided additional details regarding the need for the room and the specific classes that would be in the pre-assignment agreement.

The requestor made it clear there will only be one or two courses per quarter. The Registrar suggested the approval of the request, with the clause about the Student Success Building in the pre-assignment. As soon as the SSC is completed the request will be reevaluated (in a year) to determine if additional spaces should be added to the agreement.

Voting Results: Committee members agree with the terms and conditions of the request and suggest approving the request for one year. The agreement will not expire after 1 year; the committee will reevaluate the request and consider additional rooms in the Student Success Center. Eight committee members were in favor, two members abstained.

4. ENSC-001 scaffolding change request

The requestor withdrew the request.

5. Expanding the membership of CSC

The committee discussed the possibility to expand the CSC membership, by adding new members—possibly department chairs. There could be two rotating positions that would allow others to come in and understand the ongoing matters. The new members might have the same voting rights as current members and might serve for up to 1 year at a time. Some members were concerned about whether these members would attend the meetings and invest time in the issues. It was suggested that the Associate Deans might select the department chairs, one from each of the three colleges.

Further discussion of this agenda item was tabled until the next committee meeting.

6. Survey Results

The Chair shared the results from the faculty survey and discussed how to analyze the data.

- A significant issue is late evening classes, for a number of reasons. Classes getting bumped from prime hour requests into the evening doesn't happen often but is problematic when it does.
- Is there an equitable way to distribute the night classes – perhaps no faculty member teaches more than once a year a night class? Something that would be up to the Chair to facilitate and implement.
- Junior faculty may be disadvantaged.
- A couple of survey takers noted that the first-come-first-serve aspect of filling openings in the schedule is an issue without an obvious solution.
- The Registrar will produce a “heat map” showing relative demand for various rooms and times to help scheduling staff adjust requests and increase their chances of success. This also will help to convey just how tight the schedule is—all campuses are holding classes at night.
- Scaffolding gets mixed reviews.

7. Winter 2020 Academic Scheduling

- The registrar provided general information about classrooms, sections, department rooms that were scheduled in Banner, pre-scheduled sections and pre-assignment agreements.
- Five departments were out of compliance initially, and then came into compliance before the optimizer run. Ultimately, three departments were not in compliance after scheduling (but compliance is only enforced before optimization).
- Department schedulers noted there were 150 log changes. The changes were requested after the schedule went live. The Registrar and schedulers are flexible and accommodate to best of their ability.

8. Action Items

- The Chair will circulate the message that will go out to the Senate in regards to the exam scheduling policy
- The Chair will inform the requestor that the Art- History request was approved
- Bracken will share the raw data with the committee
- CSC members will inform the Chair if members wants to present a topic or discuss an issue at the next CSC meeting