



ACADEMIC SENATE SCHEDULING COMMITTEE

JANUARY 14, 2022

APPROVED MINUTES

PRESENT: John Freytag, Shelly Pierson, Marina Crouse, Julie Walters, Shuleen Martin, Arek Puzia, Keith Mikolavich, Kris Koblik, Anna Levin, Raine Dougan, Azim Khan, John Corbally

ABSENT: Rick Gelinias (on sabbatical leave), Lisa Smiley-Ratchford, Nikki Moultrie, Kim Schenk

GUESTS: Beth McBrien,

NOTE-TAKER: Ann Patton

The meeting was called to order at 9:00 a.m.

1./2. APPROVAL OF AGENDA AND MINUTES

It was MSC to approve the agenda of January 14, 2022. All present voted aye. Approved.

It was MSC to approve the minutes of December 17, 2021. All present voted aye. Approved.

3. PUBLIC COMMENT

None

4. COUNCIL COMMENT

Freytag reminded committee members to turn in the time card that was sent to them for two hours since this meeting is before our contract Flex days.

5. ANNOUNCEMENTS

None.

6. ORIGINS AND FOUNDING PRINCIPLES OF SCHEDULING COMMITTEE

Freytag said he thinks reviewing the history of the scheduling committee and its founding principles as we are making recommendations for this academic year would be helpful. Beth McBrien and Keith Mikolavich, 2 of the original members will provide background.

Beth McBrien, said many several years ago DVC was on show-cause and we had to restructure our committees. From that came the Program Review Committee at the time called the Integration Council with representatives from every division and they would review the Program Reviews, of which there were about 80, prior to the annual review process. The recession hit, and there was a series of schedule cuts that were done with various criteria. One of which was that any courses that had productivity of below 17.3 was going to be cut. Then the state took away the activity class requirement so, again this set of criteria that came out was unevenly applied. Then the College moved to cutting anything that's not part of a degree or certificate. But, we did not have individual area degrees at the time so, we developed broad transfer degrees but ,several areas were still hit hard because they did not have them in place by the deadline.

The Senate then passed a resolution to convene a work group of faculty along with administrators to work strategically and collaboratively for the whole college in making those decisions. It was presented to the college president who said faculty is willing to take on the concerns of management in terms of access for students and we can try to keep the breath of our courses and programs, but not necessarily the

depth, and not just advocate for individual programs. The original members of the scheduling work group were all pulled from the Integration Council, now the Program Review Committee, because that group of people had gone through all the program reviews. The workgroup started developing criteria for schedule cuts of 6.7% and it was challenging but, also an amazing experience of working collaboratively. It was an opportunity to educate our respective areas about staggering electives and sequencing and maintain a degree or transfer path for students. The work group recognized that productivity is not the only criteria that courses should be preserved or cut but also keeping the viability of the program. One of the early discussions in the group is that their role was not to advocate but to educate.

Mikolavich said he has spent a third of his career at DVC on the Scheduling Committee and it has been an invaluable experience in getting to learn about all the other divisions and programs at DVC. It also helped us to understand how the administration thinks about the schedule. But, now we are in a different territory. We are now at a point of right-sizing that has effects on our students' lives. But, it also impacts full and part-time faculty in our areas and yet we're looking to have to having to shrink the number of faculty but, compassionately. He complimented McBrien on her leadership as the task force and eventually committee was formed.

McBrien said the role of this committee morphed over the years. Initially, it was working on schedule reductions and then, we went from cutting the schedule to trying to grow. She is hoping the upcoming State Student Funding Formula is revised. However, if it is implemented, this committee will have some serious decisions to make. McBrien commented that this committee has not had much membership turnover for a few years. But as new members come in, she said we need to keep in mind the history of this committee's development and founding principles that are unique to DVC.

The committee discussed the impacts from their current decisions about scheduling and modalities on faculty load. Not just part-time but some full-time faculty may lose up to 50% of their load.

McBrien explained non-criteria adds originally came about because areas that might have a degree or certificate track may need to add a class that has a little more load than the criteria allowed. But, in smaller areas, pre-Covid, if they lost one class, even once a semester within three years, that class would die on the vine via attrition. So, they developed a mechanism to give areas an opportunity to come back to the Scheduling Committee and make an argument for the need for non-criteria adds they are requesting. We put the Committee's values behind maintaining having innovative classes, even in the midst of a recession. The purpose of this committee may not be to preserve load but it's symptomatic of the fact that the College is in trouble and, maybe now is the time to be carrying low enrolled classes for another semester or two until we get back on our feet.

Mikolavich said we are dealing with several complicated issues in trying to find the right balance to our schedule to bring students back and meet their needs while also trying to anticipate what our budget will look like if the student funding formula takes effect.

Levin said these efforts are opposite from our goal as a committee but we also responded to encouragement and a strong request from administration that they want us to go back to in-person classes. There has been a lot of apprehension around being the first ones to venture back to on-campus instruction. But faculty want some kind of guarantee that for one, they will not be forced to go back to in-person, but also knowing their low-enrolled sections will not be cancelled.

Corbally said we need to clearly communicate with the administration what our current situation is in relation to scheduling. Freytag responded that his understanding is the district determines our productivity goals which essentially sets how much money is in our checkbook for scheduling. A few

years ago that goal was set at 17.5%. But ultimately, he believes the decisions are made between the college president with recommendations from the dean of instruction.

7. FALL 2021 UPDATES

FA 21 XWFR ENROLLMENT REPORT ANALYSIS

Freytag shared a spreadsheet on Cybersession enrollments. He pointed out the fall 21 cybersession completion rates were 95% and success rates were 83%. Our cyber-session is generally associated with fall enrolment and we're already thinking about fall 22 cybersession and considering the completion success rates to inform scheduling for this year. We want to make sure we have helpful data to be able to accommodate current schedule needs.

8. SP'22 ENROLLMENT UPDATES

- a) Enrollment trends by modality (on campus/online/hybrid)**
- b) Schedule management timelines, approaches**
 - a. Departmental options, timelines**

SP 22 XWFR ENROLLMENT REPORT AS OF 1/13/22

Freytag shared a spreadsheet on the Spring 22 enrollments broken out by modality. The Committee reviewed and discussed the data. They discussed how section modalities are designated in the published schedule and the impacts on enrollment with so many evolving parts. The Committee discussed the trends they see in the data as well as anecdotal statements from faculty and students. They shared values, strategies and best practices they have adapted in their areas to help increase enrollment.

9. REVIEW OF PLANS FOR SUMMER AND FALL '22

- a) Modality Recommendations**
- b) Schedule management timelines**
- c) Distance Ed. Team Comments, Recommendations**
- d) DO 4CD Student Survey**

Freytag told the Committee that another student preference survey is going out. He said we should have the results by the end of March. But, that is when the chairs and schedulers will be working on the third and final draft for summer so it will not be much help for these discussions now. First drafts for summer are due January 24 and on February 4 for fall. He hopes that we will know more about our current situation for spring at our February meeting and we will have the opportunity to provide additional guidance about the fall schedule, in particular between the first and second drafts we saw. He said some departments didn't really do anything different in their first drafts for spring and it caused an overreaction in some cases and it also doesn't give us realistic data because there hadn't been an indication of the true intent of that department for the modalities in particular. So, for summer and fall it would be helpful to have the first drafts as accurate as possible as far as modalities, times, days, etc.

10. PATHWAYS WITH A PROMISE UPDATE

Freytag said there is a Flex activity on Pathways with a Promise on Wednesday, August 19 from 12-2. They will be thinking about what the Pathways with a Promise will look like and introducing a support team for those departments that are starting to put together at least a partial schedule for fall based on

those Pathways with a Promise criteria that we've discussed. We recognize that there's so much impacting our scheduling decisions right now and it's not ideal timing to be adding another initiative to change our scheduling practices, so we're stepping back from that little bit at this time in terms of the number of departments we were hoping to have pathways in place for fall.

Freytag said he will put together an email to Susan Lamb and Schenk and cc this committee on the thoughts and conversations we had today.

11. Adjournment

The meeting was adjourned at 11:02am