



ACADEMIC SENATE SCHEDULING COMMITTEE

NOVEMBER 16, 2017

APPROVED MINUTES

Present: Beth McBrien, Keith Mikolavich, Michelle Krup, Rick Gelinas, Claudia Eckelmann, Kim Schenk, Steven Ward, Yvonne Canada, Sayyed Khandani, Paul Pitner, Holly Kresch, Jason Mayfield, Rene Sporer

Absent: Anna Levin, Shelly Pierson, Rachel Westlake

Guests: None

The meeting was called to order by McBrien at 2:43pm.

1. Approval of the November 16, 2017 agenda.

Item 4 will be postponed.

It was MSC to approve the agenda of November 16, 2017 as amended. All present in favor. Approved.

2. Approval of the October 13, 2017 Minutes

Holly Kresch is a member not a guest. John Freytag is a guest when he attends.

It was MSC to approve the minutes of October 16, 2017 with corrections. All present in favor. Approved.

3. Public Comment

None.

4. Scheduling Committee and Accreditation – Becky Opsata

This item was postponed. Opsata was not in attendance.

5. Class Cancellations – Developing a process and criteria to request load back from cancelled classes

McBrien explained a couple years ago we added FTES for growth. Not all courses filled so some classes were not scheduled the following semesters. Now that the schedule has been trimmed down, it is possible that some classes that are required in certain programs need to be added back in. This should be discussed prior to a new president being seated.

The committee discussed how to select courses to be added. It was suggested program representatives come to the Scheduling Committee to make their cases for courses to add.

Gelinas thought programs had already been asked to complete course sequence plans.

The Committee discussed the impact on programs if a class was cancelled because of low enrollment but that was an anomaly. In the past areas have been asked to adjust the modality of some courses to help with enrollment. Areas may have to do this anyway in light of the compressed calendar.

The committee discussed how many times an area should be allowed to try to increase a courses enrollment. If load is cut it does not come back. Committee agreed that areas need to track their enrollment data when coming to the Scheduling Committee. It would be hard though to come up with definitive criteria as each case is different. But there is still a need to create a list of criteria areas would want to submit to make their case. This process needs to be accounted for in the timeline for scheduling. It was suggested that areas be allowed to bank some load to allow for flexibility but it would be difficult to track.

McBrien will review the criteria on this for the next meeting. She suggested areas vet their courses for submission to the Scheduling Committee through their representatives on the committee.

Schenk requested this process not take place until Spring 2019. There are two new schedulers getting up to speed in addition to having to adjust schedules for the compressed calendar.

6. FTES Goals

-Summer 2018

-Fall 2018

The Committee reviewed FTES goals for Summer and all 2018 as well as the FTE report from 2016-2017 to help determine if any changes should be made to the goals for 2018. They also reviewed a comparison of Fall 2017 to Fall 2018 color coded to identify the criteria met by departments and actions they should take to at least maintain or increase their fill rates. The Committee also briefly reviewed the Fall 2017 Census numbers. In considering proposals for additions and changes to the SU18 and FA18 schedules, the committee agreed by consensus to continue the application of the same criteria used in SP18. Beth will send an email to Deans and Chairs.

Overall FTES numbers are up 8% for SRC and .3% for PH. It was noted that Business numbers are down because of the loss of many international students but we are up in resident students. Schenk commented that we have added a lot of programs that attract resident students.

The Committee reviewed the Fall 2018 16-week calendar. The Fall 2018 semester will start on Monday, August 27, 2018. 12-week and 8-week late start classes could still be scheduled. There is no finals schedule in the 16-week calendar. The last week's schedule stays the same as regular classes.

7. Scheduling Timelines and FTES Goals

The Committee reviewed the timeline looking at the Scheduling Building timelines for Spring, Summer and Fall 2018. The first drafts for Spring 2018 short-term classes are due in December.

8. Adjournment – The meeting was adjourned at 4:00pm.

Next meeting – Friday Dec 8 12-2pm

