



ACADEMIC SENATE SCHEDULING COMMITTEE

DECEMBER 8, 2017

APPROVED MINUTES

Present: Beth McBrien, Rachel Westlake, Rick Gelinias, Claudia Eckelmann, Kim Schenk, Steven Ward, Yvonne Canada, Paul Pitner, Holly Kresch, Jason Mayfield, Rene Sporer, Joe Gorga

Absent: Shelly Pierson, Keith Mikolavich, Michele Krup, Sayyed Khandani

Guests: None

The meeting was called to order by McBrien at 2:40pm.

1. Approval of the December 8, 2017 agenda.

It was MSC to approve the agenda of December 8, 2017. All present voted aye. Approved.

Approval of the November 16, 2017 Minutes

Schenk requested the approval of the November 16, 2017 minutes be postponed to make changes to reflect that the Committee agreed to keep the same criteria as SP18 for consideration of requests to add or change class sections offered in SU18 and FA18.

Public Comment

None.

Council Comment

Schenk said the enrollment numbers for the Cyber session are looking very good.

McBrien informed the Committee there is a state law that a semester must have at least 16 consecutive 5 day weeks with the same schedule. That is why there is no finals week schedule in the compressed calendar.

2. Announcements

None

3. Scheduling Committee and Accreditation

Opsata reviewed the timeline for the next accreditation self-study and report.

FA 2017 –now-identify issues with standards

SP 2018 Team chairs finalized and trained

Fa 2018 writing teams finalized + trained + working

Sp and FA 2019 Writing teams work

Jan Flex 2020 review final draft

SP 2020 Through governance

Fall 2020 ISER due

Opsata distributed a list of standards that include components related to scheduling. She asked the Committee to review the standards listed and identify any issues we may have to address to meet the standard.

Opsata said the college is now posting all agendas and minutes for College Committees. The Academic Senate office is posting agendas and minutes for the Academic Senate committees. This is evidence that we are sharing decision making widely. She said also departments need to record what they discuss in their meetings related to things the standards address such as curriculum and SLOs. She said each department will have a webpage for posting and the deans and department chairs will be responsible to make sure they get posted. She has asked for agendas, minutes and notes back through 2014 to be posted.

4. Process to return load from cancelled classes

McBrien reminded the Committee that there will always be anomalies in course enrollments that may need to be considered when adding or cutting classes.

The Committee reviewed the timeline for scheduling summer and fall 2018.

SU and FA18 Scheduling Dates

11/16/17 Scheduling Committee meeting

- SU18/FA18 FTES Goal Spreadsheets distributed to Scheduling Committee
- SU18 and FA18 Scheduling criteria approved (same as SP18)

12/1/17 Deans and Chairs meeting

- SU18/FA18 FTES Goal Spreadsheets distributed to Deans and Chairs

12/4/17

- SU18 and FA18 Scheduling Guidelines email from Beth McBrien to Deans and Chairs

12/8/17 Scheduling Committee meeting

12/11/17

- FA18 preliminary drafts due to schedulers (all sections converted to compressed days/times)

1/10/17

- SU18 1st draft distributed to departments (available December 11 for request)

1/12/17

- FINAL Fall FTES Goals spreadsheet sent to departments (includes Positive Attendance)

1/17/18

-FA18 preliminary drafts returned to departments

1/29/18

-SU18 1st draft due to schedulers (ONLY adds according to SC criteria)

-SU18 FTES Goals spreadsheet due to schedulers – Deans enter on OneDrive

2/5/18

-FA18 1st draft due to schedulers (ONLY adds according to SC criteria)

-FA18 FTES Goals spreadsheet due to schedulers– Deans enter on OneDrive

2/9/18

-Scheduling Committee meeting – review of requests for non-criteria load for SU and FA

2/20/18

-FTEF reports for 1st draft

3/5/18

-Departments submit approved non-criteria load with SU and FA drafts

When looking at criteria for adding classes, there is a need to look at the broad picture and not just the criteria.

The process will be that if requested classes meet the criteria they will be included in the first draft of the schedule. Those that don't meet criteria will have to submit their request to their Scheduling Committee reps, their dean, and Kim, Beth, and Rachel, presenting their rationale for adding a class. McBrien will send an email with the scheduling guidelines to deans and department chairs. Westlake will set up the FTES Goals spreadsheet online so that deans can enter the information there SU 18 will be due on 1/29/18, and FA 18 will be due on 2/5/18.

5. Developing an earlier evening time block for compressed calendar

The committee reviewed data on enrollment in evening classes at various times to inform them on how to best schedule for students.

After discussion the committee agreed that all classes need to start on the hour or half hour to create a coherent schedule for students. The evening blocks should start at 6pm, 6:30pm, and 7pm. The Committee agreed to the following options:

Course Type	Option 1	Option 2	Option 2
54 hrs 1/wk	4:05 - 7:15pm	---	---
54 hrs 2/wk	4:05 - 5:30pm	---	---
72 hrs 2/wk	4:05 - 6:10pm	---	---
90 hrs 2/wk	4:05 - 6:35pm	---	---
54 hrs 1/wk	7 - 10:10pm	6:30 - 9:40pm	6 - 9:10pm
54 hrs 2/wk	7 - 8:25pm	6:30 - 7:55pm	6 - 7:25pm
72 hrs 2/wk	7 - 9:05pm	6:30 - 8:35pm	6 - 8:05pm
90 hrs 2/wk	7 - 9:30pm	6:30 - 9pm	6 - 8:30pm

Gelinas asked about students taking 2 afternoon evening classes where the first one ends at 6:35 and overlaps with 6:30 start classes. Schenk will get data on how many students would take two after primetime classes.

6. FTES Goals spreadsheet

The Committee reviewed the latest data on where we are at this time in terms of meeting our goals. The spreadsheet will not include positive attendance classes until the end of the semester. This spreadsheet tool is evolving and next time previous fill rate and FTES goals data by discipline will be added.

Departments will be advised to look at their actual numbers compared to their goals and discuss what may have happened in either missing or achieving their goals. They should then refine strategies and setting goals appropriate.

7. Spring 2018 Meeting Schedule

The committee discussed the schedule of spring 2018 meetings. After reviewing the scheduling timeline the committee agreed to meet on Fridays from 10-12 on the following dates:

2/9/18 – will review requests for load in SU and FA 18 for this courses that did not meet the criteria.

3/9/18 – the committee needs to begin thinking about their role in the development of guided pathways.

4/13/18 – The committee will look at the SP19 schedule which is the first spring on the compressed calendar. They will also determine criteria for adding and cutting classes and decide on the winter intersession schedule.

May 11 meeting- If needed

Patton will schedule a room and send the dates out to committee members.

The committee needs to begin looking at a succession plan in light of any resignations or retirements of committee members. McBrien reminded the committee that faculty being put forward for all Scheduling Committee memberships need to get approval from the senate president and Senate Council.

8. Adjournment – The meeting was adjourned at 1:35pm.

Next meeting – Friday February 9, 2018