



**Faculty Senate Scheduling Committee**

**August 31, 2017**

APPROVED MINUTES

**Present:** Beth McBrien, Rachel Westlake, Keith Mikolavich, Michelle Krup, Rick Gelinas, Claudia Ecklemann, Kim Schenk, Steven Ward, Yvonne Canada, Shelly Pierson, Holly Kresch, Sue Handy, Jason Mayfield, Rene Sporer  
**Absent:** John Freytag, Sayyed Khandani, Anna Levin,  
**Guests:** None

*The meeting was called to order by McBrien at 2:05 a.m.*

**1. Approval of August 31, 2017 Agenda**

It was MSC, with no objections, to approve the agenda as written.

**2. Approval of the May 12, 2017 Minutes**

The minutes of May 12, 2017 were not available for review.

**3. Public Comment – None**

**4. Council Comment –**

Gelinas said the total load for his program is the same and the classes are the same but they have changed the order of some of the classes.

**5. Announcements –**

Pierson said her learning community that links activity classes with academic classes has tripled in size and the students are doing very well.

**6. Review of Scheduling Committee Charge, Function, and Responsibilities for Representatives**

Reviewed charge and function

Management owns the schedule but faculty made a resolution to form this committee to benefit students, maintain quality of programs and access.

The original members were from the Integration Council.

It helps faculty learn about programs outside of their own.

This committee moved from protecting turf to what is best for all students. It is not a committee for advocacy but educational

Criteria were established: productivity, fill rates, etc.

It is important faculty to understand the guidelines

When the committee started they were dealing with cuts. Then as things improved, they worked on adding to the schedule.

Now-we have 11% that are under enrolled



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The parameters have been sent out so departments can adjust to maximize schedule for students

We did reduce some classes last year that did not meet the criteria and this year they will need to look at some more

They are also trying to give more responsibility to departments for growth and want to develop guidelines

This takes some of the work off this committee and they won't have to do every course in every department.

The committee set goals for the first time last year

They are now looking at goals for spring. The progress on those goals will be evaluated over the summer

The committee continues to build knowledge and understanding across the college

The committee has enable departments to have flexibility by balancing low enrollment and high enrollment classes.

Need to look at how to align this work with the Instruction office.

Bring back comments on the charge and function.

## **7. Enrollment Management Basics**

One Full-Time Equivalent Student (FTES) is the equivalent of 1 student enrolled for 15 hours of classes per week for two semesters, or 525 student contact hours in credit or noncredit courses per student per year. Full-Time Equivalent Faculty (FTEF) is based on the percentage of instructional hours per week considered a full-time assignment for regular instructional employees for one semester. The FTES per FTEF ratio shows the full-time equivalent students served by each full-time equivalent faculty. Because FTES is based on a year's hours, and FTEF on a semester, the FTES/FTEF ratio is approximately half the average student teacher ratio in a class. This ratio is what we call "productivity".

Fill rate is head count of students at census divided by class max

Census-day -20% of the way thru the class – the date with which apportionment is calculated for the semester.

Weekly census classes (full-term) - The census date is the same for all full-term classes.

Daily census classes (late-start or early end, more than 5 class meetings) – The census date varies, depending on start and end dates – occurs on the date that 20% of the class has been completed. Positive attendance- Generally either very short-term or with variable hours – FTES is calculated based on student attendance in the class.

Productivity varies with class size, and other factors. Not all divisions and departments will be able to achieve the same productivity level.

We have focused more on fill rate than productivity, but productivity is key to the financial viability of the college. We must not lose sight of it.



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Reviewed productivity goal spreadsheet.  
Positive attendance courses has been incorporated in this spreadsheet.  
Gratis classes collect their own FTES  
San Ramon separated out College Connect classes. We also look at courses in a few other special programs separately.  
Every .1 FTES is about 15000  
State recommends 17.5 productivity ratio.

**8. SU 17 and FA 17 Enrollment Update**

Reviewed Enrollment updates from district. Compares enrollment from one year to another during the same week of classes.  
Summer - PHC (labeled DVC) is calculated separate from San Ramon  
We are down because international students are down  
Late start enrollment will be known at the end of the semester  
Enrollment is up District-wide

**9. Cybersession Fall 2017**

The committee reviewed data about enrollment and success for DVC's 3-week and CCC's 4-week cybersessions from 2016-17.  
The committee recommended that DVC offer a 4-week intersession this year, with similar courses as last year, some the same some new. Look at GE requirements and offer from a variety of areas  
The session will start the first day of finals on December 11 and run through January 5.  
When compressed calendar implemented, intersession will be offered in January  
The ASSC reps are asked to gather requests from departments and look at them next meeting – departments should submit their requests by Sept 29, in preparation for the Oct 5 ASSC meeting.  
We offered 7 courses last year. Possibly offer 10 this year. See what classes are requested and decide then  
The data from last year will be shared with the instructors to evaluate the viability of offering the same classes again.  
Scheduling committee recommendations will be shared at deans and chairs meeting  
A list of program chairs or area reps will be sent out to this committee

**10. Compressed Calendar**

Reviewed a mockup of time blocks. They can be adjusted as long as they start or end on a block time  
Days of flex are added onto the 16 weeks  
Scheduled to start in Fall 2018



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It will be adjusted for labs when needed

Afternoon classes have a little more flexibility

Math is concerned that finals are scheduled as a regular class period which is not enough time for a math final.

The impact of Carnegie units needs to be examined

Looking at other models too

Maybe form a task force

**12. Scheduling Classes**

Need to talk to department chairs. Facilities are impacted during the prime times

Look at classes that students will take no matter when they are offered

Prime time is 9:30-2 especially 12:30-2

New scheduler coming in, need to be patient

**13. Adjournment** – McBrien adjourned the meeting at 4:00 a.m.



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Attachment: Scheduling Committee Charge and Function

**DVC ACADEMIC SENATE**  
**SCHEDULING COMMITTEE**

**CHARGE/FUNCTION:**

- Collegially work with management on the development of Fall, Spring and Summer classes.
- Make recommendations to management about the schedule of classes.
- Make recommendations for class cuts and for growth of classes.
- Ensure the values/priorities of the college are reflected in the schedule of classes.

**DUTIES:** Communication in conjunction with management to department chairs/area coordinators and deans concerning the schedule process, criteria and instructions for cutting, growing or changing class offerings.

**MEMBERSHIP:**

Expertise based, global perspective and cooperative orientation will be the basis for member selection.

Members appointed by the Academic Senate President and approved by the Academic Senate Council

- 1 Faculty from each division (11 total)
- 1 DVC faculty serving on the UF executive board.
- 1 Academic Senate President
- 1 Academic Senate Vice-President

**VOTING:** All committee members may vote.

**REPORTING STATUS:** Academic Senate Council

**APPOINTMENT DATES AND TERMS OF OFFICE:**

3 year terms – may be reappointed

Approved 5/8/12