



**ACADEMIC SENATE SCHEDULING COMMITTEE
DECEMBER 17, 2021
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, Nikki Moultrie, Kim Schenk,

Absent: Rick Gelinias (on sabbatical leave), Lisa Smiley-Ratchford, John Corbally,

Guests: Beth McBrien, Jennifer Tejada, Todd Hampton, Bridgitte Schaffer, Mickie Huff

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 December 17, 2021. All present voted aye. Approved.

It was MSC to approve the minutes of November 19, 2021. All present voted aye. Approved.

3. Public Comment

Freytag said he received a written public comment on behalf of the Distance Education group on recommendations for scheduling modalities. He forwarded the communication to this committee prior to this meeting. He said it will provide information for our conversations on other agenda items at this meeting.

[Scheduling Modality Recommendations](#)

4. Council Comment

Pierson said she is excited that Kinesiology has now moved into their new building and offices. She said she cannot wait to be in her new office and to have an actual sports medicine classroom and clinic. Freytag said he saw the video that was made of the new complex showing the football team during the last game and it was exciting to see.

5. Announcements

None.

6. Student-Centered Funding Formula/ “Hold Harmless”

Todd Hampton told Council we have a date for the implementation of the student funding formula on July 1, 2024. Until then we are still on “hold harmless.” Hampton reviewed a document on the status of our FTES in relation to hold harmless and the student-centered funding formula when it is implemented. The document explains how our previous and current allocations have worked. It then breaks down what the new funding formula will be based on. It lays out some of the implications for both the college and students under the new formula. See the linked document for details.

[SCFF and Hold Harmless](#)

Freytag asked if we have the same amount of money coming into the College, regardless of how many FTES we are bringing in, why do we not roll over our schedules if it does not impact the current funding coming into the college? And can those funds still be used in other ways for program review allocations,

etc. Is that still accurate? Hampton said that is still accurate at this time. However, 90% plus of our expenditures are salary and benefits. We gave a 5% salary increase to employees and this will not be sustainable under the new formula. He said he has been using some of our capital funding to continue some needed facilities projects. There were and are still some required ADA upgrades we need to complete. In addition, the district stopped funding our irrevocable trust which funds our post-employment benefits. He said right now our future planning includes attrition.

Schenk said regarding the schedule that our productivity is not where we need it to be. We have been floating lower-enrolled classes, more than we would have in the past and that leaves us less funds for other purposes. We are having focus groups and other efforts at enrollment recovery, but we will not see many results this semester. She said we have relied in the past on our international students but that has obviously declined with Covid. Hampton said this impacts future hiring for both faculty and classified. He explained how the funding breaks down for each new faculty hire.

Mikolavich commented that even though this is not optimum, this information does give us a little more certainty, even in the worst-case scenario, to plan. Mikolavich also commented that there is a disconnect between the idea that we have more faculty, yet we have more work, and we need to acknowledge that. There are a lot of people leaving the educational field, and it will continue into the community college level and especially in the high-priced Bay Area.

McBrien said this Committee started during the last recession when we had to make drastic reductions and it was a collaboration between administration, faculty, and classified. She understands the financial hardships and considerations that are unfortunately part of this group's mission. Messaging going forward is important. The Committee then discussed the impact of their decisions on students and their success.

7. Fall 2021 Enrollment updates

a) Short-term course enrolments

a. Fall '21 Cyber-Session

[FA '21 Enrollment Updates 12/17/21](#)

Moultrie reviewed updates to the FA '21 enrollment numbers including short-term courses. She said enrollment is an important and large part of our budget. The FA '21 cybersession enrollment is at a 91% fill rate, which is great. Cyber session has just begun and goes to 1/3/22.

8. Sp'22 Enrollment updates

a) Enrollment trends by modality (on campus/online/hybrid)

b) Schedule management timelines

[Sp'22 Enrollment Updates 12/17/21](#)

Moultrie reviewed SP '22 enrollment updates. She said since the last Scheduling meeting we did add sections and made some modality changes in accordance with the recommendation to reduce from 80% synchronous online. A lot of sections have moved to hybrid and in-person modalities. She will be running daily reports so we can monitor the enrollment trend. January 10 should be when we can get a more accurate number of actual enrolments. She said overall between San Ramon and Pleasant Hill, the current numbers are down about 7%.

Committee members discussed the need for more aggregated data as well as new data. They discussed the many factors that are currently impacting enrollment including Covid restrictions, economy and market demands, and student modality preferences vs. what is best for their success. The Committee also discussed the anxieties and uncertainties about Covid protocols in terms of workplace safety and

protecting our families. Moultrie and Schenk discussed with the Committee staffing that will be in place in relation to Student Services and the Success Centers. They reviewed the current modality data. The Committee inquired about how low-enrolled sections will be considered and whether they will be continued if there are students enrolled. The committee discussed some strategies for boosting enrollment when an area has a low enrolment but still needed to offer that course.

The Committee discussed the impacts on students regarding the pivots in our course scheduling modalities during the past almost two years and the challenges to meet students' needs with the resources and information available. They agree they want more guidance along with data, and to keep in mind a global perspective for the college.

The Committee discussed a student survey to update data on student preferences and the timing for the survey. They agreed, the sooner the better.

9. Planning for Su' and Fa'22

- a) Modality Recommendations**
- b) Starting FTEF for First Drafts (End of Term roll over)**
- c) How to approach non-criteria adds, carryover load?**
- d) Complexities in schedule (Learning Communities,**
- e) Schedule management timelines**

Freytag referenced the communication from the Distance Education group that was introduced during public comment regarding course modalities. He asked the Committee for any feedback on the recommendations.

Mikolavich said there was a lot of push back in English. They feel the students have changed as we have changed, and they discussed a 75/25% ratio.

Levin said her area was relieved to hear there will be other areas with presence on campus. The Sciences have been worried about spring enrollment if there are not enough in-person options.

Walters said there was support in her department for these recommendations.

Freytag commented on how much the DE Committee and group have done to help the college offer the best we can under the circumstances, and they have kept in mind the importance of instructor contact. This Committee discussed and agreed on the need for ongoing training and support.

Schenk and Moultrie reviewed and discussed with the Committee the strategy for scheduling FTEFs for Summer and Fall 22. They said we are rolling over our 21-22 schedule including non-criteria adds. It is too early to look at any additional non criteria additions. They stressed that Learning Communities are exempt from the modality recommendations. Other areas are modeling learning communities in their schedules to help students complete their certificates, degrees, or transfers in 1-2 years, depending on the program.

10. Pathways with a Promise Update

Moultrie said about 15 disciplines have signed up for the Pathways with a Promise to learn about the project. There is a FLEX scheduled for January 19. Information will be shared including a list of detailed reports she is putting together for the participating areas to help create the schedules within those areas. Moultrie said the creation and implementation will be informed by data. There will be a wrap-around team that will include counselors and RPEC reps to help the participating areas. There will be opportunities for collaboration between areas on innovations and best practices related to all aspects of our mission.

11. ADJOURNMENT 11:02a.m.