



ACADEMIC SENATE SCHEDULING COMMITTEE MEETING

February 11, 2022

APPROVED MINUTES

PRESENT: John Freytag, Kim Schenk, Arek Puzia, Anna Levin, Julie Walters, Kris Koblik, Shelly Pierson, Nikki Moultrie, Keith Mikolavich, Raine Dougan, Shuleen Martin, Azim Khan, John Corbally, Marina Crouse, Lisa Smiley-Ratchford

ABSENT: Rick Gelinas (on sabbatical leave)

GUESTS: Ann Patton, Beth McBrien, Shelly Pierson, Despina Prapavessi, Emma Rogers, Anne Petersen, Lindsay Kong, Joann Denning, Bridgitte Schaffer, Jacob Van Vleet, Susan Parkinson, Taylor Harrison, Carolyn Warren

1. APPROVAL OF AGENDA OF FEBRUARY 11, 2022

It was MSC to approve the agenda of February 11, 2022. All present voted aye. No abstentions. No nays. Approved.

2. APPROVAL OF MINUTES OF JANUARY 14, 2022

It was MSC to approve the minutes of January 14, 2022. All present voted aye. No abstentions. No nays. Approved.

3. PUBLIC COMMENT

McBrien expressed that she was concerned to learn that a methodology for fall schedule reductions was presented without a collaborative conversation. She is afraid that department fill rates do not reveal the full picture and there is currently no review process. For fall, she suggests that we use the department fill rate spreadsheet as a first draft to provide rationales that are student centered and program viability centered. For spring, she suggests that we have collaborative conversations regarding reductions.

Denning read a statement about Career Education (CE) courses needing to be considered individually when reducing the schedule. Specialized skill classes are very different than entry-level transfer classes. The students learn and practice technical skills that are directly applied in industry. In Fall '22, if current reductions are applied, 80% of CE faculty will need to teach stacked courses as part of their full load to keep students on track to complete their certificates and degrees.

4. COUNCIL COMMENT

Freytag noted that the committee is struggling with the proposed methodology to reduce the fall schedule and its potential impacts on programs. The committee is also struggling with the process.

Communications regarding the methodology used to inform the first draft of schedules should have been aligned with the scheduling committee meetings and processes. Ideally, the conversation about methodology would have happened at the last Scheduling Committee meeting. John apologized for that not happening.

Freytag would like to use meetings this semester to review and determine the approach we will use when first drafts for spring are sent out in August. Meetings should also be used to provide holistic oversight when reviewing justifications.

5. ANNOUNCEMENTS

None.

6. SP '22 Enrollment updates

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

Moultrie presented enrollment data, fill rates, and trends by modality. Currently our schedule is at a 77% fill rate. Over the last three days, we have lost 35 students each day. The highest enrollment was on February 3rd.

Schenk will work with Lindsay Kong to extract data for drop reasons by modality.

Freytag said that the Academic Senate has created a workgroup to define modalities for students, the skillsets required, and the time commitment required.

Martin asked if there is any coordination between the campuses when scheduling in-person classes to account for travel time between SRC and PHC. Schenk said that the system is not sophisticated enough to take into consideration travel time between campuses. Students also have difficulty understanding which college and/or campus they are enrolling in. Moultrie mentioned that it may be possible to have icons added to the schedule (for example, each modality has an icon) and maybe we can also have an icon for PHC and SRC campuses.

7. Review of Plans for Su' and Fa '22

a) Approach for right-sizing the Fall schedule

Moultrie presented a spreadsheet of the methodology used for recommended fall section reductions. The methodology was based on the number of empty seats at census and includes 16-week, 12-week, 10-week, and 8-week courses.

Section Reduction Formula: The number of empty seats (at census) divided by the average of the class maximums for the discipline, then divided by two.

Van Vleet said that faculty were encouraged to move to synchronous classes in Fall 2021 and that data is now being used to reduce classes. He observed that Fall 2021 synchronous course numbers were extremely low.

Moultrie gave the timeline for fall '22 schedule submissions:

2/10 – 2/15 1st drafts come in

2/22 – 3/18	Schedulers work on first drafts
3/18	Scheduling meeting for the committee to review justifications, look at spread of modalities and spread of sections, and look at GE and CE nuances
3/21 – 3/25	2 nd drafts go out
4/8	Final draft goes out to departments
4/15	Registration starts

Schenk said that schedulers are ready to accept the drafts, but Colleague is not ready.

Scheduling Committee Recommendations:

- Departments that are required to reduce sections may submit a justification with their 1st draft, providing a rationale as to why the section/s should be retained. The Scheduling Committee will then review and consider a change to the required reduction.
- Departments who have not been given recommendations for reductions should turn in their drafts as soon as possible.

Co-chairs Freytag and Schenk will provide messaging to departments that if there is a rationale that relates to student need and program viability, the rationale should be submitted with the 1st draft of the schedule.

If many justifications are submitted and few reductions received, Moultrie suggests calling an emergency Scheduling meeting prior to March 18th.

b) Waitlists

Waitlists are a way to measure student demand and will not take the place of an additional section.

Koblik mentioned that departments may use strategic techniques to create artificial scarcity to try to use waitlists to generate an additional section. Koblik mentioned that waitlists work for areas that have multiple sections, but it will be difficult to determine growth potential for departments that do not have multiple sections.

Dougan mentioned that waitlists used in scheduling may be complicated, but we should simplify waitlists and standardize the practice for students' benefit.

Students sometimes sit on waitlists anticipating that they will get in instead of just enrolling in an open section.

Koblik mentioned that some departments may not want to use waitlists because the process is lengthy, and students are not immediately added. It has been easier to do Add Authorizations.

Schenk said that two process analyses have been completed by the SIG (Strata Information Group) consultant. One analysis identified waitlists as best practice to help manage our schedules. Deans currently query the waitlists and direct students to open sections. In addition, fixing the schedule search in registration process is a priority identified by the process analysis.

It was MSC that the Scheduling Committee mandate waitlists of at least ½ the class max or up to 20 with an opt-out model for departments who may not use waitlists. No nays. No abstentions. Approved.

c) Growth based on demand

A strategy to manage enrollment for fall is to right size before the start of the semester with the understanding that departments can add sections based on student demand, assisted by using waitlists.

Moultrie said that we need to reduce initially and then build back in.

8. ADJOURNMENT

There being no further business the meeting was adjourned at 12:00 p.m.