



ACADEMIC SENATE SCHEDULING COMMITTEE

March 18th, 2022

APPROVED MINUTES

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

ABSENT: None

GUESTS: Mary Ann Irwin, Bruce Cook, David Hagerty, Beth McBrien, Bridgitte Schaffer, Robert Hawkins, Katie Graham, Despina Prapavessi, Jennifer Tejada, Jane Fisher, Taylor Harrison, Lindsay Kong, Kimberly Valmore, Joe Gorga, Yvonne Canada, Taylor Oliver, Akihiko Kumakura, Mark Akiyama, Kenyetta Tribble, Janette Funaro

1. APPROVAL OF AGENDA OF March 18, 2022

It was MSC to approve the agenda March 18, 2022. All present voted aye. No abstentions. No nays. Approved.

2. APPROVAL OF MINUTES OF February 11, 2022.

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

3. PUBLIC COMMENT

McBrien reminded everyone of how the schedule was reduced in 2017-2018 by using a holistic approach; not by using a single metric. People were asked for a 75% department fill rate. Historically, they would be asked to come up 3% but if they could not, they were required to send a justification.

4. COUNCIL COMMENT

Schenk said the same methodology was applied this time, with an opportunity to have a more nuanced discussion about the circumstances of individual programs. We need to think about our college holistically and how we can offer a fulsome schedule while still being responsible.

Corbally said one thing to keep in mind is that everyone is doing their best and a lot of this is messaging and perception rather than reality. He feels like it is time to pay attention to the “dollars and pennies.”

5. ANNOUNCEMENTS

Freytag mentioned that Albert Ponce will be the Academic Faculty Lecturer next Wednesday from 12:30 – 2:00 p.m. and Thursday from 6:00 p.m. – 8:00 p.m.

6. Review of Fa '22 First Draft

Koblik feels it would be useful to have a conversation about courses that have already been cut, increased cuts, and processes for smaller departments.

Mikolavich read the 18 requests and wonders what happens to small departments and the potential existential threat. He also mentioned that we are basing the Fall '22 schedule based on Fall '21 enrollment (at the height of a pandemic) and it is hard to predict what Fall '22 is going to look like. He said that his area is really struggling and having this conversation will help.

Levin would like to make sure that the process is clarified before the reading of justifications.

Freytag would like to look at each justification, consider Fall '21 enrollment for those courses, and make a recommendation by department.

Schenk reminded everyone that the reduction is based on efforts to improve fill rates over the entire schedule. It is not just about low-enrolled classes. There are many disciplines that required no reduction because they were too small or other factors applied.

Moultrie mentioned that the proposed reductions are a baseline to start the scheduling process and prevent cutting classes close to the start of the semester. We will be watching our enrollment trends and waitlists to determine demand and add sections back to the schedule. Some courses were reduced due to already having multiple sections with low enrolment.

McBrien said that if sections are approved to add back to the schedule based on justifications, other courses without justifications will be reduced, which makes no fiscal sense.

Miller expressed a concern about student options shrinking at DVC, while expanding at other colleges.

Cook added that decisions made for the fall are based on a high class maximum that was established decades ago. While enrolment may currently meet the contractual seat fill requirement there is a low fill rate created that looks as though programs do not have success when they do.

Ratchford asked if departments are aware that they need to provide justification. She cut a section and later realized that she may not have had to cut that section because it is dual enrollment. She is wondering how to identify which courses need to be cut and which courses do not.

Moultrie responded that dual enrollment courses were not part of the empty seat or section counts. She also mentioned that departments should have known that justifications were needed because Freytag and Schenk sent emails regarding processes and schedules.

Moultrie said that schedulers have sent out the second draft to departments. In two weeks, the final draft is submitted and goes live. We are working on the district's calendar and every college must have schedules done by a certain timeline.

7. Review of Justifications

Art:

Freytag said that art was asked to reduce three sections: Art 105, Art 151, and Art 166.

Moultrie said that since Art 105 has three sections and Art 151 has four sections, those sections are candidates to have waitlists. Art 166 was not on the Fall '21 schedule but was on the Su'22 schedule.

Koblik said Nicole wanted to offer Art 166 in the summer because students were delayed from graduating with a photo degree due to the cancellation of the course.

Fisher said Art 166 is not a graduation requirement and the Art department is currently down 5 full-time faculty from 2020. She wanted to change the request for 166 to shadow a 160, but her request came in too late.

Art History:

Freytag said PHC was asked to reduce by one section. The request was to add Art History 196.

Koblik replied that Art 195 was a failure with low enrollment in Fall 2021, so they are down one section for Fall '22 due to course cancellations. She said that it would not decimate the art history program to lose the section. However even with the low enrolled course, they were at an almost 82% fill rate over the discipline in fall 22. When they are at that fill rate, she wants to use that capacity to try to build back fill rate and enrollments instead of canceling and waitlisting. She also mentioned she thinks the waitlists are problematic for courses that students are taking based on IGETC (Intersegmental General Education Transfer Curriculum) requirements rather than the major or degree requirement.

McBrien said she thinks that we should rely on the expertise of the discipline experts because cutting a department that has an 82% fill rate during a pandemic makes no sense. She agrees waitlists are great for some areas and they are not useful for others, she thinks they should rely on the department chairs and the reps.

Dance:

Valmore mentioned that she is trying to revitalize the program. Dance offered 11 courses in the fall, but due to low enrollment four of those courses were cut. While trying to get one of those courses back on the schedule, she is now expected to cut an additional three courses.

Freytag said that if the program were to lose more courses, it would send them into a spiral.

Ratchford said that if dance goes lower than 7 classes, two popular courses (hip hop and Latin) would have to be cut because they are taught by adjunct teachers.

Akiyama said Kimberly's situation is shocking and devastating. It is a program that depends on students being on campus. He thinks that we need to protect and support programs that have historically relied on face-to-face student contact.

SRC (San Ramon Campus) Health Science:

Freytag said SRC is asking to add a course. Schaffer said they have the load to add Health Science 140.

SRC History:

Schaffer was asked to cut two sections. She cut one and proposed to convert to another course instead of cutting a second section of history. They would replace that section with Journalism 110. She said she is reintroducing journalism at SRC, and she wanted the class to be asynchronous.

Moultrie said PHC is offering three online asynchronous courses next semester as well. Freytag said to watch those as they might be competing with one another.

SRC Comm Studies:

Schaffer is asking to not cut a section of Comm128. If the course is cut, then students would only have Comm 120 and Comm 123 to advance their degree.

Moultrie said a majority of the Comm courses are offered at PHC and when offered at SRC it had a 71% fill rate.

SRC Anthro:

Levin requested to add an in-person Anthro 120 course, which SRC currently does not have in this modality.

Moultrie said that SRC does not have anything scheduled for Anthro 120, but PHC has one online asynchronous course for summer '22 and three online asynchronous courses in fall '22. SRC has Anthro 140 in the fall '22 with two sections. PHC is offering two sections (one online and one in person) in the summer '22.

Tejada said they have noticed an uptick in enrollments in anthropology thanks to a couple of very dynamic and popular instructors. They wanted to see if they could continue to feed that student demand and offer a little bit more variety.

Music/Music X:

Freytag said PHC was asked to cut six sections of music and two sections of Music X. Music is asking to add back Music 110 and Music 119.

Cook said that the band room can accommodate 80 but that has been unrealistic. He said since he has been here his department has never reached an 80% fill rate.

Moultrie reported that Music 110 is currently scheduled for the fall '22 schedule with 7 sections, Music 119 is also in the fall '22 schedule with 3 sections, Music 110 and Music 119 are electives for our local degree and they meet an IGETC requirement.

8. Recommendations

Koblik recommended adding back one of the Art 105 sections as a top priority. The second priority would be to discuss with photo how to rebuild their schedule in a way that is going to attract students. The third priority would be for Art 151 to add a shadow section in case they reach capacity in one of the other sections.

Moultrie said that shadow courses will not be built into the schedule. It takes schedulers much longer to do the scheduling process, and then they must delete everything if courses do not run. Moultrie is suggesting that a waitlist be added to courses so that an additional course can be added if needed.

Freytag said there was a recommendation to add Art 105 back into the schedule; having a conversation with the photography program about rebuilding; and using waitlists for Art 151.

It was MSC to approve the recommendation for Art. All present voted aye. No abstentions. No nays. Approved.

Art History:

It was MSC to approve the justification for Art History. All present voted aye. No abstentions. No nays. Approved.

Dance:

It was MSC to approve the justification for Dance. All present voted aye. No abstentions. No nays. Approved.

SRC Health Science:

Freytag Heath Science 140 will be added.

SRC History:

It was MSC to approve the justification for SRC History. All present voted aye. No abstentions. No nays. Approved.

SRC Comm Studies:

It was MSC to approve the justification for SRC Comm Studies. All present voted aye. No abstentions. No nays. Approved.

SRC Anthro:

Freytag said that they were not going to be able to consider non-criteria adds.

Levin said she will take that information back to her department and have a conversation on how else they can make that work.

Music/Music X:

It was MSC to approve the justification for Music/ Music X. All present voted aye. No abstentions. No nays. Approved.

9. Sp'22 Enrollment and Su' 22 Scheduling updates

There was no discussion.

10. Initial Planning for Spring '23

There was no discussion.

11. Ideal Scheduling Update

There was no discussion.

12. Adjournment

There being no further business the meeting was adjourned at 11:10 a.m.