



Pleasant Hill, CA 94523

ACADEMIC SENATE SCHEDULING COMMITTEE

March 25th, 2022

APPROVED MINUTES

PRESENT: John Freytag, Shelly Pierson, Kris Koblik, Azim Khan, Beth McBrien, Julie Walters, Shuleen Martin, Keith Mikolavich, Arek Puzia, Marina Crouse, John Corbally

ABSENT: None

GUESTS: Katie Graham, Despina Prapavessi, Jane Fisher, Rick Robison, Michael Quinn, Joann Denning, Kimberly Taugher, John Polos, Ashley Erickson, Richard (Sam) Glaves, CP?, Kimberly Valmore, Ruth Miller, Akihiko Kumakura,

1. APPROVAL OF AGENDA of March 18, 2022

It was MSC to approve the agenda March 25, 2022. All presented voted aye. No abstentions. No nays. Approved.

2. APPROVAL OF MINUTES of Previous Meeting (s) for February 11th

None

3. PUBLIC COMMENT

Glaves said on behalf of SRC (San Ramon Campus), they understand the importance of in-person instruction and therefore the recommendation for the 75% fill rate. Low enrollment has hit in-person and hybrid classes the hardest. He recommends that instructors who are willing to offer in-person classes be given a written guarantee that low enrolled classes will not be held against instructors for future class offerings.

4. COUNCIL COMMENT

Koblik shared that at the last meeting, Nikki Moultrie mentioned that upper administration was not planning to accept justifications for any courses with multiple sections. Koblik feels confused, angry and hopeless. She assumed the Scheduling Committee was going to operate in collaboration with administrators because that is how it has been done in the past and has been a great strength of this committee. She does not know what she is doing with the examination of the justifications.

Corbally said that they might consider using Slack or Google Docs to communicate as a group to get through the questions and issues. Corbally also mentioned that he surveyed 15 students in his class about returning to campus. Fourteen of 15 students said that faculty should return to campus, which would also

encourage students to return. He wishes that administration would send out an email to adjunct and full-time faculty explaining why so many sections are being reduced.

McBrien said that she is upset by the practices of the cuts. The reason that the Vice President of Instruction is co-chair with the Academic Senate President is a manifestation of the agreement to collaborate on the schedule. Enrollment numbers from 2017-18 looked similar to enrollment numbers now and they managed to get through it together. She does not understand why the Acting Vice President of Instruction and co-chair of a Senate Committee would decide to reduce the schedule and not consult the Committee at all. She thanked Freytag for including the opportunity for justifications because she does not think that was originally planned. The reduction method will not work, and the wait list will not work to measure demand and add classes. She is very disheartened.

Mikolavich said he shares the same crisis of faith. In his area, they have a new dean and department chair and there were some serious mistakes that necessitated some cuts two days ago. Mikolavich proposes that we ask department chairs to come to the Scheduling Committee meeting to tell us what is wrong with the way we do scheduling.

Martin wants to know about chemistry wait lists since they are not required to make cuts. Their lab schedule is very impacted and there's limited classroom space, so adding from a waitlist does not seem feasible. There are concerns about students holding places in both a registered class as well as on a wait list.

Freytag reminded the members that the Scheduling Committee had previously voted to allow courses that do not traditionally have waitlists to opt-out of being waitlisted. Martin recommends an opt-out option for areas who prefer not to have their waitlist number increased.

It was MSC to approve the waitlist recommendation. All presented voted aye. No abstentions. No nays. Approved.

5. ANNOUNCEMENTS

None.

6. Review of Fa '22 First Draft

A) Review of Justifications

DRAMA:

Drama was asked to reduce two courses and requests to add DRAMA-112 and 139 back to the schedule.

McBrien explained that we cannot reduce Career Education (CE) courses as they support the productions. Drama 112 numbers are not impressive, but the class supports the productions and is an essential part of their degrees and certificates. She appreciates that administration has added back Drama 139, which is a single section. During COVID, it was low, but is now filling at 100%. Drama 139 is offered as an evening class. The cap is 40 and filled at 24 students. Other courses caps are 30. She said that a wait list for this class makes no sense the program is so small that a second section would never fill. Giving them a chance to offer the course on a different day, in a different modality, could help increase the department fill rate since it is the course with the highest cap.

PHC (Pleasant Hill Campus) HUMANTIES and PHILOSOPHY:

PHC humanities was asked to reduce two sections. They provided justifications to reinstate HUMAN-105 and 123 to the schedule. The Instruction Office notes that there are four sections of 105 and two sections of 123 remaining on the schedule and they recommend the wait list approach.

Miller is requesting that no reductions be applied as they are a small department and have not added any sections over the years. Smaller departments that contribute to academic breadth constitute a large part of DVC's appeal and distinguish us from other community colleges. The decision to reduce offerings will initiate a process of starvation and deprivation, from which they will not be able to recover. The department is asked to reduce two classes from humanities, and two from philosophy based on the number of empty seats. The classes were online asynchronous classes until fall 2021 when instructors were encouraged to offer in-person classes. They did so with the belief that protection from low enrollment would be provided, but instead, they are penalized. Her department will not return to campus unless they know they are protected.

ARTDM and FTVE:

The department submitted a justification to reinstate ARTDM-136 and 171 to the fall schedule. The Instruction Office notes that there are two sections of 136 and two sections of 171 on the schedule and they recommend using the wait list.

Denning explained that one of the 171 sections is a stand-alone and the other one is a multiple with ARTDM-173. They are afraid to offer 173 as a standalone thinking it will be cut if it is low enrolled. For the stand-alone section in the fall, the wait list section is set at 10. For the combined section 171 and 173, the wait list was at 5 so they technically would have 15 students enrolled in a third section of that course. She agrees with the strategy to wait list 136, but maintains that for 171 she should be able to open another section.

World Languages:

Justifications were provided for Chinese, Japanese and Spanish.

Crouse wants to put 221 back on the schedule since it was at an 80% fill rate and to also keep the other low enrolled classes because they are in sequences.

Kamakura canceled Japan 120 even though the Japanese program has a high fill rate. Japan 121 had a 51% fill rate and may be cancelled. He was advised to offer it once a year instead of every semester. Students expressed concerns about this course being offered once a year as it could delay students from graduating by one semester.

Spanish was requested to reduce two sections. She removed a 120 and a 156 because is a stand-alone class and they previously removed all stand-alone classes. The department realized that they would not fill their sections based on the fill rate for the previous fall, due in part to scheduling some in-person sections. This was replicated for Chinese.

Horticulture:

It was recommended that HORT-110 add a waitlist since they already had two sections on the schedule.

Taughner said it is her understanding that they are trying to add a class because even though it may look like they have low enrollment they are filling up. The department is also seeking to lower the course maximum because of the course content and lab component. Currently the maximum is 45 students.

Astronomy:

Sasse said that they have two full-time faculty that teach all the sections so reducing by two sections is catastrophic. They have three sections of laboratory that are tied to their lecture components so reducing two lectures would also affect their laboratory. They request to reinstate ASTRO-110.

Geology:

Mayfield said Geology needs to be in person and the fill rate for Fall '21 was 84%. Geology is a discipline that does not work online and the online synchronous is terrible. He said the section could shadow 122 so they could hold the room since there is only one room with the rocks.

Geography:

They were asked to reduce by two sections.

Quinn requested to add back 120 because it is a small program and a reduction will jeopardize their program.

Business Management:

Puzia said 192 in the online synchronous modality did not do well. Business management needs to have in-person or online asynchronous for the classes to work. They want to reinstate 192 asynchronous to the schedule.

Culinary:

They were asked to cut three classes and they cut four, but they need to add one class back from last Fall that was removed from the schedule. They need 120 back on the schedule because it supports the Marketplace and Norsemen operations and it was taken off the schedule due to COVID-related business closures.

ESL:

Mikolavich said English was asked to cut eight classes from their schedule. ESL was asked to cut five classes out of 30 from their schedule. They are asking to reinstate or add an ESL course. The ESL program is requesting to offer an ESL-060/ ESL-060NC. This is the beginning grammar for multilingual students, which is part of their new non-credit series.

Engineering:

Erickson said modalities play a major factor in enrollment for engineering. ENGIN-135 is a requirement for transfer for certain programs and students do not like taking the course in a synchronous format, so the students are choosing to take programming courses elsewhere where they can have them asynchronously.

Architecture:

They have 220 and 221 cross-listed and the sections were low enrolled. Freytag asked why they could not they make it a combo class since those two sections, separate, get low enrollment.

Kinesiology:

Pierson said that they were required to cut eight sections from the Fall '21 schedule - six activity courses (KNACT) and two academic courses (KINES). The department has experienced ongoing reductions over the past 10 years due to both the loss of course repetition and local graduation requirement. The proposed reductions are substantial and will affect program viability. It could have further impact on our students' confidence in our course offerings, especially the academic courses. Pierson recommends reinstating two academic courses to the fall schedule. KINES-100 course is a cyber session course that was filled with a waitlist. KINES-210 is an academic course that is transferable and required by all their degrees. She stated that waitlists are not effective for cyber session courses.

ADS:

ADS is requesting to add 168 to the fall schedule.

PHC Health Science:

They were asked to reduce three sections. Health Science requests to substitute PH-150A for another course.

History:

They were asked to reduce by six sections, but they cut seven. They request to reinstate HIST-122, HIST-127 and HIST- 135 with no justification submitted.

PHC Psychology:

Freytag said that PHC Psychology was asked to cut three sections. Psychology requests to reinstate PSYCH-145 in the fully online modality. They do not believe that waitlists are the best course of action due to difficulty hiring last minute.

Art:

The department provided a justification to add ART-105, 151 and 166. At the Scheduling Committee meeting last week, the committee agreed to reinstate ART-105 to the schedule and discuss with Nicole how to rebuild the photography program. The Instruction Office recommended waitlists for 105 and 151 rather than adding another section and the clarify with Nicole the appropriate scheduling for 166.

B) Recommendations

Drama:

McBrien recommended to add Drama 112 and Drama 139 to the schedule.

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

PHC Humanities and Philosophy:

Miller is proposing that no cuts be made to her department.

She also added that her department of Humanities & Philosophy support the waitlist strategy, although they have not previously been an adequate means of arguing for additional sections.

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

ARTDM and FTVE:

Denning is recommending to add ARTDM 171 and FTVE 281 back on the schedule and waitlist ARTDM 136.

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

World Languages:

Kumakura requested Japanese 120 be returned to the schedule.

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

The recommendations of administration for Spanish and Chinese recommendations are accepted by the department.

Horticulture:

Martin is recommending to put HORT-110 back on the schedule.

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

Astronomy:

The recommendation is to add ASTRO-110 back to the schedule and wait list ASTRO-120

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

Geology:

One proposal is to shadow 122 and put it back on the schedule so that a room is reserved and then utilize a waitlist on the two that would be open for enrollment.

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

Geography:

Quinn requested 120 be returned to the schedule versus utilizing the wait list.

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

Business Management:

Koblik requested to move 120 back to the schedule and keep 192.

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

Culinary:

Martin recommends 120 be added back to the schedule.

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

ESL:

Khan made a motion to add ESL-060 /ESL-060 NC to the schedule.

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

Engineering:

Erickson is recommending that 135 is put back on the schedule in asynchronous format in the fall and then utilize existing enrollment management strategies since this section is only offered once per year.

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

Architecture

Martin recommended that 220 be returned as a single section for Fall '22 and utilize existing enrollment management strategies.

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

Kinesiology:

Pierson is asking to return three sections back to the schedule since they are required courses for transfer and utilize existing enrollment management strategies.

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

ADS:

The workgroup approved the recommendation for ADS.

PHC Health Science:

Freytag recommended using existing load to cover the new section of 150A.

History:

Freytag said that because no justification was submitted, they have one section that they were not required to reduce so they can choose which section can returned to the schedule.

Freytag said he recommends to add JRNAL-110 at SRC and to monitor using existing enrollment management strategies.

Psychology:

Freytag recommended putting 145 back on schedule and monitor using existing enrollment strategies.

Art:

Freytag said that recommendations from the last meeting will not change and they will utilize existing enrollment management strategies.

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

There was no discussion on this item.

8. Initial Planning for Spring '23

There was no discussion on this item.

9. Ideal Scheduling Update

There was no discussion on this item.

10. Adjournment

There being no further business the meeting was adjourned at 11:47 a.m. Next meeting is on April 15, 2022 from 9 a.m.-11 a.m.