



Pleasant Hill, CA 94523

## ACADEMIC SENATE SCHEDULING COMMITTEE

May 19<sup>th</sup>, 2022

### APPROVED MINUTES

**PRESENT:** John Freytag, Joe Gorga, Nikki Moultrie, Julie Walters, Arek Puzia, Anna Levin, Keith Mikolavich, Shuleen Martin, Shelly Pierson, Kris Koblik, Lisa Smiley-Ratchford, Marina Crouse, John Corbally

**ABSENT:** Azim Khan, Raine Dougan, Rick Gelinas (on sabbatical leave).

**GUESTS:** Lindsay Kong, Beth McBrien, Jennifer Tejada, Joe Gorga

#### 1. APPROVAL OF AGENDA OF MAY 19, 2022

**It was MSC to approve the agenda of May 19, 2022. All presented voted aye. No abstentions. No nays. Approved.**

#### 2. APPROVAL OF MINUTES OF Previous Meeting (s)

None.

#### 3. PUBLIC COMMENT

None.

#### 4. COUNCIL COMMENT

None.

#### 5. ANNOUNCEMENTS

Moultrie invited Lindsay Kong to this meeting to present student data that may help inform today's discussion.

#### 6. SU '22 SCHEDULING UPDATES

##### a) Trends by Modality (on campus/online/hybrid)

Corbally stated that in-person enrollment is dreadfully low and wants today's discussion to include how to fill in-person classes in the future.

Moultrie presented trends by modality for Summer '22 (as of 5.19.22)

Summer 2022 Modality Trends (compared to Summer 2021)

- 8 more sections offered
- 122 fewer sections of online sections offered
- 56 fewer sections of online asynchronous sections offered
- 94 fewer sections of online synchronous sections offered
- 28 more sections of online combo sections
- 60 more sections of hybrid sections offered
- 70 more sections of in-person sections offered

Fill-rates:

Overall – 67%

Online asynchronous – 67%

Online synchronous – 13%

Online combo – 74 %

Hybrid – 57%

In-person – 32%

Moultrie noted that after looking at waitlists, deans and department chairs have been working with schedulers to change modalities or add classes.

## 7. FALL '22 SCHEDULING UPDATES

Moultrie presented trends by modality for fall '22 (as of 5.16.22)

### Fall 2022 Modality Trends (compared to fall 2021)

- 89 fewer sections offered
- 584 fewer sections of online sections offered
- 209 fewer sections of online asynchronous sections offered
- 274 fewer sections of online synchronous sections offered
- 101 fewer sections of online combo sections
- 214 more sections of hybrid sections offered
- 281 more sections of in-person sections offered

Fill-rates:

Overall – 32%

Online asynchronous – 33%

Online synchronous – 30%

Online combo – 34%

Hybrid – 27%

In-person – 32%

Moultrie gave credit to Student Services for the Registration Rocks event. Following that event there was an increase of 10,000 enrollments.

Moultrie said that any major adjustments to the fall schedule should be made by the end of July – Early August to give students at least three weeks to enroll.

Gorga is recommending that deans meet with department chairs in late July to examine the schedule and make any final changes.

Levin is recommending to increase counselor availability prior to the start of fall semester. Schenk said that counselors are subject to the academic calendar and increased availability of full time counselors prior to the start of the year would have to be negotiated with UF.

Moultrie presented enrollment management timelines that have also been shared at the Deans and Department Chairs meeting.

Moultrie stated that over the summer, Admissions and Records will be working on information for students who are waitlisted to detail what it means to be on the waitlist and what to expect.

Schedule management discussions are happening at the Dean and Department Chair level. Department chairs should communicate to faculty how to add sections based on waitlists. Gorga suggested that an email go out to department chairs with a link to their waitlists.

Lindsay Kong presented 2016 – 2022 historical enrollment trends by headcount, FTES, and FTEF metrics. Trends show that since 2016, enrollment has been declining, but has been exacerbated during the pandemic.

Summer 2020 was an exception to that trend as there was increased enrollment. Moultrie noted that a large number of students dropped classes in spring 2020 and many of those made up courses in the summer.

Koblik would like to see spring enrollments compared to fall.

## **8. PLANNING FOR SPRING '23**

### **A) Update from workgroup**

Koblik presented the workgroup's takeaways which included:

- Work on longer-term planning: moving toward a year-long schedule
- Work on consistent methods, more controlled process
- Re-adopt FTEF goals spreadsheet
  - Discuss what we want the cutoff percentages to be
- Return to fill rate, productivity, programmatic planning and innovation, and student success and pathways in consideration of schedule cuts and growth.
- More time between 1<sup>st</sup> and 2<sup>nd</sup> draft to do strategic scheduling across departments.

The workgroup will meet prior to the Scheduling Committee's summer meeting.

Schenk said that models/numbers will have to be run for any proposed scheduling model to determine how they impact different disciplines.

Freytag stated that spring 2022 is closing with a 69% fill-rate and productivity is 13.92.

Moultrie stated that we don't want to cancel classes close to the start of the semester because it's not fair to students and adjunct faculty.

The workgroup will be asked to come up with fill rate goals and percentages and apply those numbers to certain disciplines.

### **B) Review of previous scheduling approaches**

- a. Reductions via FTES Goal Spreadsheet

- b. Reductions based on empty seats
- c. Across the board % reduction to FTEF
- C) Disciplines for sample calculation comparisons
- D) Chairs/Leads scheduling training during Flex?

## **9. PLANNING FOR SUMMER MEETING**

### **a) Meeting date/time**

Freytag proposed July 26 as a meeting date for approximately 3-4 hours.

A subgroup will meet prior to that to discuss the value statement and scheduling models.

### **b) Annual scheduling building timeline options**

The workgroup's recommendation to expand the time between 1<sup>st</sup> and 2<sup>nd</sup> drafts means that the 1<sup>st</sup> draft would be distributed to departments in early August and we would need to have a scheduling model established by then.

## **10. Adjournment**

There being no further business the meeting was adjourned at 11:04 a.m.