



ACADEMIC SENATE SCHEDULING COMMITTEE

July 26th, 2022

APPROVED MINUTES

Present	John Freytag, Joe Gorga, Nikki Moultrie, Arek Puzia, Anna Levin, Keith Mikolavich, Shuleen Martin, Shelly Pierson, Kris Koblik, Raine Dougan, Julie Walters	Attachments: <ul style="list-style-type: none">• Guidelines for Scheduling SP23.docx• Spring'23 Justification Form.docx• Scheduling Timelines 2023• 2022-07-26 Scheduling Committee Recording Transcript
Absent	Azim Khan, Rick Gelinis (on sabbatical leave), Lisa Smiley-Ratchford, Marina Crouse, John Corbally	
Guests	Sam Needham, Mark Akiyama, Matthew Powell, Lindsay Kong, Jen Tejada, Beth Mcbrien, Diane Lawrence	

1. APPROVAL OF AGENDA OF JULY 26TH, 2022

It was MSC to approve the [agenda of July 26th, 2022](#). All presented voted aye. No abstentions. No nays. Approved.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

It was MSC to approve the minutes of [March 18th, 2022](#), [March 25th, 2022](#), [April 15th, 2022](#) and [May 19th, 2022](#). All presented voted aye. No abstentions. No nays. Approved.

3. PUBLIC COMMENT

None.

4. COUNCIL COMMENT

None.

5. ANNOUNCEMENTS

None.

6. SU '22, FA '22 ENROLLMENT UPDATES

Moultrie presented trends by modality for summer '22 (as of 7.26.22)

Summer 2022 Modality Trends (compared to Summer 2021)

- There were an equal number of sections offered (421)
- 106 fewer sections of online sections offered
- 39 fewer sections of online asynchronous sections offered
- 94 fewer sections of online synchronous sections offered
- 27 more sections of online combo sections

- 47 more sections of hybrid sections offered
- 59 more sections of in-person sections offered

Summer 2022 Fill-rates:

Overall – 73%

Online asynchronous – 78%

Online synchronous – 61%

Online combo – 73 %

Hybrid – 64%

In-person – 62%

Moultrie mentioned that the summer academies were low enrolled. She also stated that summer sections were added based on waitlists and demand.

Moultrie presented trends by modality for fall '22 (as of 7.26.22)

Fall 2022 Modality Trends (compared to fall 2021)

- 93 fewer sections offered
- 562 fewer sections of online sections offered
- 188 fewer sections of online asynchronous sections offered
- 277 fewer sections of online synchronous sections offered
- 97 fewer sections of online combo sections
- 200 more sections of hybrid sections offered
- 269 more sections of in-person sections offered

Fall 2022 Fill-rates:

Overall – 64%

Online asynchronous – 67%

Online synchronous – 59%

Online combo – 68%

Hybrid – 55%

In-person – 63%

- Deans have been asked to look at sections with less than five students enrolled.
- There are 3,933 fewer enrollments this year compared to the same time frame last year.
- Mikolavich inquired about the district's \$10 million strategic enrollment recovery contract. Freytag mentioned that the initial contract included Interact and SIG and Interact has essentially been terminated because they weren't doing a very good job. The district will save approximately \$4 million of the original \$10 million with the renegotiated contract with SIG. Comcast commercials will be aired and mailers will be sent out locally to increase enrollment.
- Deans are encouraged to reach out to students who are on waitlists if other sections are open.
- Waitlist reports can be accessed through SQL.
- McBrien requested that deans bcc department chairs on their emails to students who are on waitlists.
- Freytag will email weekly enrollment reports to the scheduling committee.

7. PLANNING FOR SPRING '23

Koblik mentioned that the workgroup has met several times during the summer and worked on the following:

- Reviewed past reduction methods to determine the best methodology for spring 2023 reductions. They considered the following methodologies:
 - a) Cuts across the board
 - b) Empty-seat count algorithm
 - c) Goals Reduction Spreadsheet (useful for smaller course reductions)
- The workgroup recommends using the empty seat count algorithm reduction method for spring 2023 with a built-in justification process. The algorithm to be calculated as follows:
 - The number of empty seats divided by the average class max then multiplied by the % of empty seats you want to remove (45%).
- The workgroup created a draft of the [Guidelines for Scheduling SP23](#).
- For future considerations beyond spring 2023, the workgroup recommends that the scheduling committee revisit reduction methodologies.
- Akiyama mentioned that the marketing outreach plan targets new students, but we are not retaining the students who are enrolling.
- There needs to be a process and education piece for departments to use regarding scheduling guidelines, reduction plan, and directives for writing justifications.
- Moultrie presented a draft of [Scheduling Timelines 2023](#).
- Departments will be asked to provide an accurate 1st draft of schedules.
- It will be strongly recommended that departments meet with the Instruction Office and schedulers early in the schedule building process to get accurate first drafts.

It was MSC to adopt recommendations of the workgroup for spring 2023 scheduling guidelines and reductions: [Guidelines for Scheduling SP23](#). No nays. Approved.

8. CHANGE FLEX WEEK MEETING DATE/TIME

The Scheduling Committee agreed to change August 17th's meeting date to August 16th, 2 – 4 pm because Freytag and Gorga are not available on August 17th.

9. Adjournment

There being no further business the meeting was adjourned at 12:22 p.m.