



**ACADEMIC SENATE SCHEDULING COMMITTEE  
OCTOBER 21, 2022  
APPROVED MINUTES**

<b>Present</b>	John Freytag, Nikki Moultrie, Joe Gorga, Arek Puzia, Anna Levin, Keith Mikolavich, Shuleen Martin, Kris Koblik, Raine Dougan, Julie Walters, Azim Khan, John Corbally	<b>Attachments:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>Absent</b>	Rick Gelinias (on sabbatical leave), Lisa Smiley-Ratchford, Marina Course, Shelly Pierson	
<b>Guests</b>	Beth McBrien, Marcos Garcia, Taylor Harrison, Jeffrey Smith	

**1. APPROVAL OF AGENDA OF OCTOBER 21, 2022**

**It was MSC to approve the agenda of October 21, 2022. All presented voted aye. No abstentions. No nays. Approved.**

**2. APPROVAL OF MINUTES OF September 30, 2022. All presented voted aye. No abstentions. No nays. Approved.**

**3. PUBLIC COMMENT**

None

**4. COUNCIL COMMENT**

Zoom was not recording during all of Council Comment. Please add any additional comments below.

Mikolavich mentioned that the English department's decision to refer students to the Academic Support Center (ASC) for tutoring (and not the ACL Student Center) was not taken lightly and the decision was values driven. In the ACL, English faculty would be required to provide tutoring without being paid. He encourages faculty to work with management on difficult issues like this.

Gorga mentioned that management is working on a solution.

**5. ANNOUNCEMENTS**

Freytag announced that [AB 2449](#) will require a quorum meet in person starting as early as January 2023. We are waiting for guidance from district legal counsel. More information to follow.

**6. SCHEDULING SPRING '23**

Moultrie presented the first draft of spring '23 course offerings by modality:

- There are a total of 1457 sections offered
- 692 online sections offered
- 541 online asynchronous sections offered
- 27 online synchronous sections offered

- 123 online combo sections offered
- 255 hybrid sections offered
- 509 in-person sections offered

Gorga said that some areas still aren't offering any in-person classes. In the interest of giving students equitable access, management is encouraging and supporting sections that are offered in multiple modalities. Gorga has been communicating with department chairs to add in-person courses. At some point, if in-person classes are not scheduled, management right of schedule will be used.

Garcia noted that the student preference survey goes out after scheduling is done and he doesn't see how that data can be useful. He suggests aligning the survey with schedule building so that the data informs scheduling processes.

Freytag said that the scheduling committee has proposed to bring the survey timeline in alignment with our scheduling practices.

Moultrie, Gorga, and Lindsay Kong have been trying to negotiate with district research to recommend that surveys go out at the end of the semester. Moultrie is also lobbying for scheduling software that would be more widely available to on-campus personnel.

Gorga noted that the student preferences survey largely goes out via email. Levin expressed that there may be an equity issue there.

Corbally requested that Gorga and Lamb send out another reminder and recommendation for areas to schedule in-person classes and remind faculty that lower enrolled in-person classes will be supported.

Mikolavich suggests ongoing training for online instruction.

Levin mentioned that she is teaching her first online asynchronous classes. At least 1/3 of her students have no interaction with the class. She feels that we must acknowledge the challenges to asynchronous courses. It's a difficult modality to teach in.

Garcia feels like we should educate students on the modality that best suits them.

Martin mentioned the importance of tracking the changing preferences of students.

Mikolavich wants a target percentage of modality offerings.

Freytag's recommendation would be to consider percentages for fall 23.

McBrien suggested adding best scheduling practices to the Deans and Department Chairs agenda.

## 7. WAITLISTS

Moultrie can breakdown waitlists by IGETC areas, days and times sections are offered, and how many sections are being offered.

McBrien asked what the criteria was to add from waitlist demand for fall '22. Gorga and Moultrie stated that they asked certain questions, including:

- Are there other GE areas that could be impacted?
- Will it impact next semester's potential enrollment?

There also had to be approximately 20 students on the waitlist to be considered for an added section.

There was an emphasis placed on adding classes from waitlists for full-term courses because there's so much dropout in the first week of 8-week courses that management didn't want to add just based on student demand.

Departments could choose the size of waitlists as long as they were consistent across each course.

Walters appreciated Nikki and Joe allowing the math department to adjust the size of waitlists. Math dropped their waitlists from 10 to 5 and it worked extraordinarily well. Communication at the department level was key in that decision.

McBrien asked how shortened waitlists work. Levin said that waitlists can be used as sampling tools. If you have a lot of sections, you can capture the need or will of the students. It works to have smaller waitlists for classes with more sections and larger waitlists for classes with fewer sections.

Garcia feels that all faculty should be fluent in online, in-person, and hybrid classes. Freytag said that decision should be made at the department level.

Koblik's division is interested in having a waitlist workgroup to:

- look into aspects of what types of courses have been able to add sections from waitlists (how many sections, what modalities)
- determine when have we seen enough demand
- review enrollment patterns
- come up with processes and procedures on how we can understand the use of waitlists to add sections

Instead of a waitlist workgroup, Gorga suggested that he, Freytag, and Moultrie go to departments to have those conversations and look at subtleties and nuances. Gorga, Freytag, and Moultrie can then report back to the scheduling committee on those conversations.

McBrien thanked Moultrie, Gorga, Kim Schenk, and the Scheduling committee for having conversations that include nuances.

#### Waitlist Best Practices/What Works

- Waitlists are a student friendly practice and students know where they stand.
- For Fall '22, there were 21 total classes added from waitlists.

#### Waitlist Improvements/Recommendations

- In addition to course specific waitlists, we should look at waitlists by GE areas as well. Students are sometimes looking to meet a certain GE requirement.
- As soon as students are placed on the waitlist, they should get an email or pop-up with what other courses fill that particular GE requirement.
- Waitlists can be challenging when you have really small areas (which happens a lot at SRC). Chemistry labs are so packed, that if a class is added from the waitlist, there isn't the space or comparable time offerings for students.
- Improve infrastructure to better serve our needs.

Koblik asked McBrien to communicate that the music department tried to add a music class for fall '22. Across 8 or 9 sections there was a collective waitlist of 20 or more and they wanted to add an asynchronous course. An additional section was not added and they wanted clarity on the process. If

there is a collection of waitlist students across the same class could those be considered for an added section?

Gorga noted that because it was an 8-week course, an additional section was not added.

Corbally asked the committee how to make compressed classes easier because student retention is suffering. Should he trim the class to retain students?

- Freytag said that we need to maintain rigor across our courses and sections because they transfer the same way. Let students know up-front what the expectations are.
- Mikolavich said that we should maintain rigor, but he has been narrowing the amount of assignments and gives a lot more homework points.
- Koblik said that she has flexibly accommodated students needs while still ensuring that they're doing rigorous work and meeting the student learning outcomes.

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

Gorga stated that empty seats and fill rates will not be used to make any adjustments to the schedule for fall '23 or spring '24. There are questions about waitlists and how to add classes where waitlists don't work well. Gorga said that we will be using our normal scheduling protocols and management is looking to support more of those lower enrolled in-person classes.

Gorga and Moultrie are considering giving OAS time to department chairs to develop spring '24 schedules during the summer. At some point, Gorga would like to create a year-long schedule to suit student needs.

Koblik asked what procedures or guidance she should give her department regarding adding courses to the summer schedule. Moultrie stated that proposed additions would be made to the 2<sup>nd</sup> draft of the schedule. 2<sup>nd</sup> drafts are due November 23<sup>rd</sup>.

## **9. ADJOURNMENT**

There being no further business the meeting was adjourned at 11:02 a.m.