

Institutional Course Scheduling Team

Meeting Notes

October 3, 2007

Members Present: Julie Avitia, Margie Barnett, Art Cordova, Sandra Chavez Houck, Megan Davis, Julie Fisher, Trish Holmes, Tamra Mason, Anna Ortega, Emil Radosevich, Eric Van, Ed Ybarra, Rich Calabro (co-facilitator)

Guest: Carlos Ronquillo

I. Updates

- Ed Ybarra is working with Carlos Ronquillo of ITS to develop a data block and reports in ARGOS. They have been given approval to work with data in all the Banner screens requested. Ed and Carlos distributed a handout illustrating the Banner screens that will be used and a sample of a report that could be generated. They report that the tool appears flexible and that data can be sorted (depending on report format) in a variety of ways to gather information relevant to scheduling. Ed and Carlos request that each of us submit (to Ed) the information that we will need to build and evaluate our schedules so that the data block and reports can be maximally useful. The issue of ARGOS permissions has yet to be worked out and may be hierarchical: some may be able to view information while others may additionally be able to create reports. The team suggested that all reports be posted on public folders for potential use by all. Since the potential use of ARGOS appears limited only by the features of the data block and our imaginations, it is important to get our information to Ed. This request includes those scheduling non-credit courses.
- Backup SPOC have been identified for BIT (Debbie Costales) and HWPS (Benni Quintana). Both will be added to this team's distribution list.

II. Formulate Recommendations for Guiding Principle #3 (Divisions Will Share Best Practices in Managing the Scheduling Process), Operating Principle #2 (The scheduling process will seek to maximize the efficiency of room utilization).

The team continued discussing the conditions leading to the scheduling of "non-standard" meeting days and times. This includes classes outside the parameters established in recommendation #8, classes scheduled for the whole term in a room even though they only meet for part of the term, and classes scheduled for amounts of time inconsistent with the contact time stipulated by their credit hour value. The team is struggling with the wording of recommendations that seek to establish accuracy in course scheduling and, subsequently, information that is entered into Banner.

The team will consider the following draft recommendations at our next meeting:

Recommendation: Schools will schedule courses accurately with respect to meeting times. Accurate meeting time is ultimately determined by course credit hour

considerations, a particular part of term, and the addition of a consistent and reasonable amount of break time

Recommendation: Schools will schedule courses accurately with respect to meeting place. Accurate meeting place will reflect actual location of class meetings, both on and off site.

Recommendation: Schools will schedule courses accurately with respect to course duration. Accurate course duration will reflect actual beginning and end dates associated with a particular part of term

Recommendation: Course information in Banner will accurately reflect course meeting times, places, and duration.

Next Meeting: October 10, 2007, 2:00 – 3:30 PM, SSC 102