

Institutional Course Scheduling Team

Meeting Notes

October 10, 2007

Members Present: Julie Avitia, Margie Barnett, John Bronisz, Greg Casaus, Art Cordova, Sandra Chavez Houck, Julie Fisher, Anna Garden, Tamra Mason, Arlene Odenwald, Anna Ortega, Linda Pope, Pat Stephens, Lynne Johnson (co-facilitator), Rich Calabro (co-facilitator)

I. Updates

- The Summit conference this year will include and ARGOS preconference
- HWPS has requested, from ALT, an exemption from the rules designating that classes begin on the hour and half hour and end by at least xx:20 or xx:50. It will be discussed next week at ALT: the overriding concerns are efficient room use (not an issue here since most cases are exclusive use rooms) and adequate student passing periods/scheduling.
- Planning for the TC closure is underway. Since it is unclear exactly when it might be ready in Fall 2008, AT is considering offering only 12 week courses in TC during Fall 2008
- Our team is now a Strategic Project for the college (in addition to an AQIP project).

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. The team unanimously approved the following two recommendations:

Recommendation: Schools will schedule courses accurately with respect to meeting times, meeting places and course duration.

- 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
- Accurate meeting place will reflect actual location of class meetings, both on and off site.
- 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.

The team then considered the question of whether schedule classes take precedence over the scheduling of events in rooms. While the general view is that classes should not be

relocated to accommodate events, some scenarios were discussed that might necessitate some flexibility on this issue. The team will continue discussion of this topic at the next meeting.

Next Meeting: October 17, 2007, 2:00 – 3:30 PM, SSC 205