

# Institutional Course Scheduling Team

## Meeting Notes

### September 26, 2007

**Members Present:** Julie Avitia, Margie Barnett, Greg Casaus, Sandra Chavez Houck, Megan Davis, Terry Dillon, Anna Garden, Shiva Hardee, Julie Fisher, Trish Holmes, Mark Martinez, Anna Ortega, Linda Pope, Emil Radosevich, Pat Stephens, Eric Van, Lynne Johnson (co-facilitator) and Rich Calabro (co-facilitator)

#### I. Updates

- Mark noted that he has confidence that the data we require can be effectively retrieved from Banner through ARGOS. This is based on some reports that the Budget Office has been able to generate using ARGOS.
- Greg noted that the new version of Banner (8.0) has a list of new features, but nothing significant for our scheduling work.
- Margie noted that almost all classes for the Spring term have been placed in rooms
- The Ted Chavez building will be shut down at the end of the Spring term. It is hoped that the Ken Chappy building will reopen at that time. Labs and special use instructional areas in TC will remain useable, but general classrooms and the administrative areas will be closed and activity relocated.
- The implementation of Scheduling Points of Contact, as described in our group's document, was approved by ALT and will begin immediately. The Scheduling Points of Contact and their backups are as follows:

<u>School/Campus</u>	<u>SPOC</u>	<u>Backup</u>
CHSS	Zac Shank	Ed Ybarra
BIT	Emil Radosevich	?????
ECA	Linda Pope	Louanne Lundgren
MSE	Rich Calabro (?)	Ed Ybarra
HWPS	Pat Stephens	??????
AT	John Bronisz	??????
JMMC	Mary Jane McReynolds	Shiva Hardee
WS	Eric Van	Anna Ortega
SV	Art Cordova	Julie Avitia
WTC	Evelyn Dow Simpson	??????

- HWPS, AT, BIT, and WTC must identify a backup to complete this list. Calabro's designation will likely change as Tamra Mason has been appointed new Associate Dean in MSE and will begin to attend our meetings.
- The request to place a moratorium on zero capped class scheduling was rejected by ALT. The deans believe it is a useful strategy and has not been an issue with regard to room availability. Margie expressed concern that the Spring term will be more challenging than the Fall term.

**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 discussed the conditions leading to the scheduling of “non-standard” meeting days and times (for example, MT classes, TW classes, etc). The practice occurs mostly within the Nursing program and is driven by the fact that access to clinical sites is largely restricted to R and F, so theory classes must occur on M, T and W (or some combination thereof). It was also noted that there is a perception that faculty have a 4 day work week and since Nursing instructors work on F, then they should have one of the other weekdays free of classes.

Before making recommendations regarding “non-standard” classes, the team decided that it must define “standard”. To that end, the team unanimously approved the following recommendation:

Recommendation #8: Standard class scheduling patterns shall consist of:

Weekday

-2 days/week: MW, TR

-4 days/week: MTWR

-5 days/week: MTWRF

-1 day/week: any one day

Weekend

Any combination of 1 – 3 days on F S or U

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