

Scheduling Summit Minutes

August 22, 2017

BU118

In attendance: Debbie Amaro, Janet Conrey, Philip Williams, Johanna Stewart, Jane Maringer-Cantu, Christina Salvin, Nicole Cisneros, Leslie Tenney, Dr. Arturo Rosette, Nikki Dequin, Jennifer Nari, Rey Morales, Pat Henrickson, Marla Dresch, Darlene Del Carmen, Ron Hannon, Sherrean Carr, Dr. Randy Brown, Fran Lozano, Kathleen Moberg, Dr. Peter Wruck, Dr. Michele Bresso, Pilar Conaway (recorder).

Panel: Jenna Clonts, Sarah Weiby, Christa Arroyo, Adam Lopez, Omar Lopez, Sonia Flores, (GECA).

Dr. Bresso welcomed all and stated the goal of the summit is to look at the bigger issues/ concerns and to explore practices that we can change, in order to create a schedule that meets student needs. Visiting panel members were asked to introduce themselves, identify their student year and provide insight to a challenge they faced when putting their class schedule together. Each cited situations that reflected scheduling conflicts that caused them to delay/forego their ed plan and/or take other courses, in order to maintain full-time status and financial aid eligibility. Sonia Flores detailed the scheduling considerations GECA students undergo.

Dr. Peter Wruck provided an overview of the data that was included in the Educational Master Plan which reflected scheduling patterns and facility use. He also reviewed data that was collected from a survey issued in Fall 2016 where 250 responses were received.

During the course of the summit, participants were asked to identify challenges/ assumptions that hinder the ability to meet student needs and to generate viable solutions. The following is a summary of the outcome that includes short and long term action items as well as the concepts that were identified as obstacles, solutions and practices.

Three things to do now for spring 2018:

- 1) Create a rubric for adding/canceling classes - include high/low enrollment within a program; item needs to go to departments for discussion; bring feedback to the first department chair meeting.
- 2) Schedule a room summit to develop practices for scheduling rooms (include Michele Cortes, Dr. Michele Bresso, Sherrean Carr, Fran Lozano, Ron Hannon, Dr. Randy Brown, and one Department Chair).
- 3) Initiate dialogue by email and phone to start conversation between counselors, faculty, instruction to communicate student needs vs. logistics of schedule – counselors assigned to departments can go to individual department meetings.

Friday – August 25, 2017 at Department Meetings:

- discuss dialogue between counselors, faculty, instruction, etc.
- look at alternative blocks for Math and Natural Sciences, General Ed weekend block.

Things to do for fall 2018:

- 1) Roll over Banner info in schedule.
- 2) Establish course waitlist.
- 3) Build a one to two year schedule based on guided pathways and student ed plans
- 4) Identify lecture classes offered one day a week and ask why – analysis.

Summit - Top Vote Getters

Obstacles:

- 1) Space/Faculty issues;
- 2) Lack of criteria for course cancellation due to reliability/predictability of what will be offered;
- 3) Not enough sections offered to meet (student) need;
- 4) Cancellation of capstone classes for last semester because so few students get there.

Solutions:

- 1) Class cancellations – balance low/high enrolled classes;
- 2) Retain Banner input from semester to semester; reduce mistakes, speed up processing to provide Gav data as early as possible (for room availability);
- 3) Expand schedule earlier and later;
- 3) Give classes a chance to grow
- 3) Students register for one year/develop a two year schedule and make commitment.

Practices (all)

- 1) Develop 2-3 year course schedule;
- 2) Use student ed plan/guided pathways to build schedules;
- 3) Use counselor feedback so student needs gets built into schedule;
- 4) Review time blocks and site location blocks so there is a planned way to finish pattern (Guided Pathways courses reviewed by meta major group);
- 5) Continue to create a rubric for adding/deleting classes;
- 6) Look at all one day/week classes offered at night – what is special?
- 7) Roll over the schedule, review for conflicts, make changes; back up our current process to allow for better timeframes;
- 8) Analyze end cap classes to balance enrollments;
- 9) Long term build 1-2 year schedules;
- 10) Analyze offerings at off sites;
- 11) Short term commitment to block schedule;
- 12) Increase dialogue between faculty/counselors vs. logistics of scheduling;
- 13) Arrange a scheduling summit to discuss room management/priority access;
- 14) Dialogue with other departments about conflicts before schedule is in place;
- 15) Draft schedule - need more time to implement;
- 16) Establish a communication channel such as iLearn (tool for general postings).

Actionable Items

- 1) Offer short term and late start classes in order to expand schedule and provide options to student;
- 2) Expand classes earlier/later timeframes;
- 3) Talk about the process that would be used for either cutting or expanding the schedule;
- 4) Establish wait lists so students have an equitable way to get into a class (faculty have some control/flexibility by issuing add codes);
- 5) Strategize - e.g., wait list that is short (6); mindful growth;
- 6) Roll over schedule – plan for consulting time with schedulers/Banner Consultants;
- 7) Decide what programs can roll out as late start options;
- 8) Fri/Sat offerings; have a general ed academy where a full range of general ed courses could be offered;
- 9) Hollister could be a place where we offer a full general ed package; plan a general ed core with the option to attend a night and weekend combo. Develop AA degree, utilizing face-to-face and hybrid courses at Coyote Valley;
- 10) Need a mechanism for scheduling at Coyote Valley – need designated timeframes.
- 11) Deans to talk about room management.

Obstacles and Solutions – All submissions (with identified votes)

Obstacles:

- 11 votes Space/Faculty issues;
- 8 votes Lack of criteria for course cancellation due to reliability/predictability of what will be offered;
- 7 votes Not enough sections offered to meet (student) need;
- 4 votes Cancellation of capstone classes because so few students get there;
- 1 vote No wait list – IT support;
- 1 vote Limited part-time and full-time availability;
- 1 vote Block schedule start/end times do not meet student needs;
- 1 vote Room utilization for evening off sites;
- 0 votes Lack of technical and student support at all locations/key times;
- 0 votes Scheduling/coordination labs and spaces (long time blocks create time conflicts).

Solutions:

- 9 votes Class cancellations – balance low/high enrolled classes;
- 8 votes Retain Banner input from semester to semester; reduce mistakes, speed up processing to provide Gav data as early as possible (for room availability);
- 5 votes Expand schedule earlier and later;
- 5 votes Give classes a chance to grow;
- 5 votes Students register for one year/develop a two year schedule and make commitment;
- 3 votes Improve part-time faculty recruitment;
- 1 vote Use guided pathways data to build ed plan and build schedule;
- 1 vote Analyze programs for course relevancy;
- 0 votes Assign productivity number in advance for courses