

Scheduling Task Force Minutes Thursday, March 9, 2006

Members Present: Ginny Bair, Laurie Blunsom, Tim Borchers, Matthew Craig, David Crockett, Alex Ellsworth, Bob Schieffer, Jayne Washburn

Members Absent: Layna Cole, Wade Swenson

Jayne Washburn convened the first meeting of the Scheduling Task Force which was appointed by President Roland Barden. The members of the committee selected Jayne Washburn as coordinator for the task force. Ginny Bair will record the minutes.

Initial discussion took place regarding the task of the committee and the timeline for completion. It was determined that the members will set a goal to prepare recommendations for President Barden that could be implemented for the Fall 2007 class schedule.

Daily class schedule: Discussion regarding the current schedule highlighted areas that may need to be addressed including adjustment of starting times, potential for expanded evening offerings, and problems caused by overlapping time frames.

Room scheduling: Discussion involved ways to maximize use of facilities, current department ownership of classrooms, instructional media configuration, and the concept of centralized room scheduling.

To gain further information regarding the issues involved with class scheduling information will be gathered prior to our next meeting.

- Tim Borchers and Alex Ellsworth will create a survey to be distributed to students.
- Matthew Craig will develop a Scheduling Task Force web site where information will become available and committee minutes will be posted.
- Matthew will also create a survey for faculty.
- Jayne Washburn will provide a list of current classrooms and their department ownership information. She will also analyze the number of sections which are assigned to classrooms offered by each of the departments.
- Ginny Bair will report on the number of classes, distributed by time slot, which have to be scheduled by the Records Office after the initial submission of the schedule by departments.
- Bob Schieffer will report on the type of instructional media equipment that will be installed in the classrooms as of Fall 2006. Bob will also prepare a list of rooms that are department specific.

Ginny Bair, Recorder

Scheduling Task Force Minutes Friday, March 31, 2006

Members Present: Ginny Bair, Laurie Blunsom, Tim Borchers, Matthew Craig, Bob Schieffer, Wade Swenson, Jayne Washburn

Members Absent: Layna Cole, David Crockett, Alex Ellsworth

The meeting began with a discussion on the draft version of the student survey presented by Tim Borchers. Tim suggested that the tabulation could probably be done by Scantron for the major part of the survey. Suggestions for revision included the following:

- Edit the time stated in the example at the top of page 2 to read "... a Monday morning three-credit class starting at 8:30 rather than 8:00."

- Add another open ended question asking if the student has any suggestions regarding the daily class schedule.

- Add a choice to the list of options listed under the item "Identify all of the statements that are true of your work situation" which states "My class schedule is derived around my work schedule."

Tim Borchers will bring a revised copy of the student survey to the next meeting and will devise a plan for disseminating the survey that will gather input from a broad range of students. Jayne Washburn will check with President Barden regarding a budget for this committee to cover expenses of items such as printing.

Development of a timeline was discussed to assure that we are able to meet a deadline which will allow for Fall 2007 schedule implementation. Since Fall 2007 schedules are prepared by departments in January, the committee plans to have final recommendations to the president in place by November 1, 2006. To achieve this deadline we plan to survey students in April and to survey faculty in May. Gathering of data will continue to take place with the goal of having it completed in June.

Bob Schieffer distributed a report with a list of rooms that are department specific. The report also listed the type of instructional media equipment that will be installed in the classrooms as of Fall 2006. Discussion regarding the use of classrooms that are considered general classrooms but may fulfill specific functions for departments took place. A concern was voiced that it will be important to consider department needs for all types of events including, but not limited to, classes. Rooms which currently serve multiple functions such as our ITV rooms will also need to be considered in our deliberations.

Ginny Bair distributed a report on the number of classes, distributed by time slot, which have to be scheduled by the Records Office after the initial submission of the schedule by departments. The total number for the Fall 2006 schedule preparation was 282 with the majority of these falling between 9:00 a.m. and 3:15 p.m.

Updated to include minutes from 11/22/06

Discussion included the need for effective communication throughout this committee's process. It was determined that members of the committee should arrange to meet with the chairs at their college chairs meetings to ask for input regarding the issues and problems their departments may have in scheduling classes.

The possibility of using scheduling software was mentioned. Jayne Washburn will collect information from vendors when she attends the AACRAO annual meeting in April.

Development and gathering of information will continue on the following items.

- Matthew Craig will develop a Scheduling Task Force web site where information will become available and committee minutes will be posted. Bob Schieffer's handout will be posted on this web site.
- Matthew will also create a survey for faculty. Matthew will prepare a draft version for the next meeting.
- Jayne Washburn will provide a list of current classrooms and their department ownership information. She will also analyze the number of sections which are assigned to classrooms offered by each of the departments.

The next meeting will take place on Friday, April 7th, at 3:00 pm.

Ginny Bair, Recorder

Scheduling Task Force Minutes Friday, April 7, 2006

Members Present: Ginny Bair, Tim Borchers, Matthew Craig, David Crockett, Bob Schieffer, Wade Swenson, Jayne Washburn

Members Absent: Laurie Blunsom, Layna Cole, Alex Ellsworth

The minutes of the last meeting and notes from the first two college chair meetings were distributed. David Crockett, Ginny Bair, and Bob Schieffer attended the College of Business and Industry department chair meeting. Tim Borchers, Ginny Bair, and Bob Schieffer attended the College of Social and Natural Sciences department chair meeting. Tim, Laurie Blunsom, and Ginny will meet with the College of Arts and Humanities department chairs on Monday, April 10, to obtain their feedback. Jayne Washburn announced that members of our committee will also meet with the Graduate Studies department chairs. Jayne will contact the College of Education and Human Services again to see whether we will be able to meet with them.

Tim also announced that he had met with the Arts and Humanities Student Advisory Board to obtain their feedback. On the whole, these students were happy with the schedule as it currently operates. Committee members will also continue to meet with other student advisory boards when they convene.

Jayne Washburn checked with President Barden regarding a budget for this committee to cover expenses of items such as printing. He said that no money has been allocated to this committee and asked how many surveys we would print. Tim suggested that 300 to 400 students would take the survey in class. Committee members agreed that the paper survey would not adequately represent the population of students who only take evening classes. A discussion regarding the need to print student surveys took place. It was agreed that we would also ask Les Bakke to put the student survey on the web. Tim will work on a plan to determine which classes will be asked to complete the paper form survey if it is determined that the online survey does not provide adequate feedback.

Tim distributed the revised survey and explained where he had edited it. David expressed a concern that the question regarding preference for 4 day a week classes rather than 5 days a week would bring a response that we already know the answer to. Tim suggested rephrasing the question to read, "I would prefer longer classes four days a week rather than shorter classes five days a week." Committee members agreed that the revised wording would obtain more accurate feedback.

A discussion regarding the issue of class times that overlap took place. There is a concern that students purposely register for classes that they know will conflict with each other and then only attend a portion of each class. While it may be appropriate for instructors to state that this type of behavior is not allowed, it is often difficult in large classes to actually enforce this policy without causing a disruption.

Updated to include minutes from 11/22/06

The challenges that student athletes have in building appropriate class schedules to fit around practices, games, and travel was discussed. The Athletic Advisory Board will also be asked for their input on the issues.

Room utilization reports were discussed. All activity that takes place in class rooms should be documented to assure that we are accurately reporting to the state how our facilities are used.

The need to assure that students who take evening and weekend courses have the opportunity to be taught by full-time faculty was discussed during college meetings and was also noted by David as an important item to remember in structuring a schedule which allows for more evening and Saturday class opportunities.

Development and gathering of information will continue on the following items.

- Matthew Craig will develop a Scheduling Task Force web site where information will become available and committee minutes will be posted. Bob Schieffer's handout will be posted on this web site.
- Matthew will bring a draft survey for faculty to the next meeting.
- Jayne Washburn is continuing to work on the list of current classrooms and their department ownership information. She will also analyze the number of sections which are assigned to classrooms offered by each of the departments.
- A report on room utilization by each day of the week will be prepared.
- Feedback from schools that went to centralized scheduling will be sought.
- Wade Swenson will contact Sylvia and attempt to get on the student athletic leadership council in April or early May. He will also visit with Tim and see what he used for a set of questions for the student advisory group.

The next meeting will take place on Friday, April 21st, at 3:30 pm.

Ginny Bair, Recorder

Scheduling Task Force Minutes Friday, April 21, 2006

Members Present: Ginny Bair, Tim Borchers, Layna Cole, Matthew Craig, David Crockett, Bob Schieffer, Jayne Washburn

Members Absent: Laurie Blunsom, Alex Ellsworth, Wade Swenson

Tim Borchers distributed preliminary results of the student survey which was posted on the web on Monday, April 17th. Committee members reviewed the results and discussed some of the issues that were listed in the comments section of the survey. It was noted that the freshman class seemed to be underrepresented in the initial days of the survey. Matt and Tim will distribute the web address for taking the survey to freshman level classes to obtain a better representation of the freshman class.

The question on the survey regarding three credit classes starting on the half hour instead of the hour received a positive response with extra comments involving the opportunity to better coordinate timing of Tri-College classes.

Tim reminded committee members that we need to address the idea of the "Prime Time" rule. The student survey included some feedback from students expressing difficulty in enrolling in the courses needed due to all of their classes being scheduled at the same time in the middle of the day. The issue of accessibility to adequate parking would also be addressed if course offerings are spread more equitably throughout the day and week.

Jayne distributed a draft of one possible scenario for scheduling classes. Layna reminded members that with any scheduling scenario we need to remember to take into account the needs of some departments to schedule around the groups of students they serve such as educators.

Ginny distributed preliminary information she gathered by looking at some of the other MnSCU universities and how they are currently scheduling their classes. Initial data suggest that the majority of these schools are scheduling classes on the hour on Monday, Wednesday, and Friday in the morning. Some of the institutions then go to the 75 minute Monday/Wednesday format in the afternoons. Tuesday/Thursday classes varied among the institutions with some starting every hour and a half, while others allowed more time in between classes. The number of instructional days was not listed on this report and information will be gathered to determine that.

Matt stated that he had received feedback on the draft faculty survey and asked for any other comments. Matt will prepare the final version after receiving final comments from committee members.

Tim suggested that timing of the open forum should coincide with the department chairs' planning of their schedules for the Spring 2007 term. Matt also mentioned that one

Updated to include minutes from 11/22/06

question we pose should be to ask how long it would take departments to implement any changes in the daily scheduling options.

Bob announced that he has a contact person who would be able to demonstrate Resource25 that currently is part of the state ISRS software and could possibly be used to perform actual scheduling of classrooms, using criteria determined in consultation with departments. Jayne also spoke with the EMS representative at the AACRAO annual meeting. The representative said that EMS will be rolling out their version of this type of software later this year.

Development and gathering of information will continue on the following items.

- Matthew Craig will develop a Scheduling Task Force web site where information will become available and committee minutes will be posted.
- Jayne Washburn is continuing to work on the list of current classrooms and their department ownership information.
- Ginny will forward the Excel file which will help us analyze the number of sections which are assigned to classrooms offered by each of the departments to Matt. This file will also help us determine room utilization by each day of the week.
- Feedback from schools that went to centralized scheduling will be sought.
- Wade Swenson will contact Sylvia and attempt to get on the student athletic leadership council in April or early May. He will also visit with Tim to see what he used for a set of questions for the student advisory group.
- Members will obtain information regarding how many instructional days are included in the schedule at other MnSCU universities.

The next meeting will take place on Friday, May 5th, at 3:00 pm.

Ginny Bair, Recorder

Scheduling Task Force Minutes Friday, May 5, 2006

Members Present: Tim Borchers, Layna Cole, Jayne Washburn

Members Absent: Laurie Blunsom, Ginny Bair, Matthew Craig, David Crockett, Alex Ellsworth, Bob Scieffer, and Wade Swenson

Tim Borchers distributed the compiled student survey results. The total sample of students was 155. Some highlights:

- 37% of the students surveyed were in their third year of school.
- 61% said their favorite time for classes was mid-morning to early afternoon.
- 39% agree that there should be more half semester classes.
- 42% disagree that there should be more Friday classes.
- 55% percent said they ran in to some trouble with overlapped classes and
- 54% agree that they can usually fit into all the classes they need.

Most students want their weekends free. There were comments that departments should do a better job watching for time conflict in classes required across disciplines, i.e. Math for Special Ed offered at the same time as a required Special Education course for the major. Several required classes are offered at the same time.

Matthew Craig posted the faculty survey to the web today. He was giving a final at this time but had prepared some handouts for the group. Jayne will distribute copies to those absent members.

- Spring 2006: 4 credit courses less than two hours long per meeting at non-standards times – 38 courses
- Spring 2006: 3 credit courses less than two hours long per meeting at non-standard times – 113 total
- Spring 2006 Class Start Time
 - 74% of the classes offered during prime time 10:00-2:00
- Fall 2005 Class start time
 - 75% of the classes offered during prime time 10:00-2:00

Jayne distributed a room ownership grid which indicates what rooms departments have priority in scheduling. We need to do further number crunching to determine how many sections departments offer and compare that to how many rooms they have priority in scheduling.

Jayne met with the Graduate Studies Program Coordinators on April 28. There was not enough time in the meeting to gather comments. She will continue to gather comments from them via email. Some comments so far are: they would prefer centralized scheduling and they like the idea of more ½ semester courses.

Updated to include minutes from 11/22/06

Wade Swenson met with two athletic related committees: Student Athletic Advisory Committee and the Athletic Board in Control. He had distributed his comments to the group. Some highlights are: prefer Friday afternoons off for traveling to events, practice times are often 6:00 am-8:00 am and 3:00pm-6:00 pm

Layna Cole offered to survey the department chairs from the College of Education.

Timeline:

President Barden hoped that we would have a recommendation prior to finalization of the Spring 2007 schedule, but no later than prior to the finalization of the Fall 2007 schedule. Departments begin creating the Spring 2007 schedule on **August 28**. If we push it over the summer we might be ready by that time. If not, departments begin working on their Fall 2007 schedule on **January 16**.

Gather faculty survey results
Open Forum in the Fall
Finalize class timeline scenarios
Prepare final report and recommendation

We might schedule a meeting the week of May 22-26.

Jayne Washburn, Recorder

Favorite comment from student survey: "I commend the Administration for taking a proactive approach in trying to find a solution in this growing problem. Just remember that there can only be so much done, and then it is up to the student to prioritize school in their lives."

Updated to include minutes from 11/22/06

Scheduling Task Force Minutes Thursday, September 21, 2006

Members Present: Ginny Bair, Tim Borchers, Layna Cole, Matthew Craig, Alex Ellsworth, Bob Schieffer, Wade Swenson, Jayne Washburn

Members Absent: Laurie Blunsom, David Crockett

Jayne reviewed the work the committee has done up to this point and asked for input from members as to what steps we still need to take.

Discussion included the need to gather further input from Deans, Department Chairs, faculty, and students. It was suggested that the input sought should include a presentation of the draft 'Class Scheduling Option' with a request for comments as to whether the options included will meet the needs of the group reviewing the document. It was also suggested that the question should be posed as to whether there are scheduling scenarios that currently cause problems for departments and/or students and whether this draft schedule would address those issues.

Since colleges vary in the types of classes and scheduling needed it will be important to keep in mind all the different needs. It was acknowledged that some departments currently have the space they need and do not have any problems scheduling their course offerings. However, there can still be issues which need to be addressed when looking at a student's ability to select courses at times that will work in their schedule and when looking at the potential for using facilities throughout the campus community.

Ginny was asked to provide data showing how the current term classes have been scheduled and to forward a copy to Matthew Craig. She was also asked to report on how the prime time rule is being implemented right now.

Committee members agreed to visit organizations to gather input.

- Wade and Ginny will present the draft to the IFO Exec Board.
- Alex will present it to the Student Senate.
- David Crockett will be asked to present it to the College of Business.
- Layna Cole will present it to the College of Education.
- Tim Borchers will present it to College of Arts & Humanities.
- Matthew Craig will present it to the College of Social and Natural Sciences.

Committee members will meet October 5th at 10:00 am to present the information gathered at the meetings.

Jayne requested that all summary reports she requested be submitted to her by October 12th in preparation for submission of the final report and recommendation to President Barden.

Updated to include minutes from 11/22/06

Jayne suggested a proposed timeline for submission of the proposal.

- October - IFO Meet and Confer
- November - Submit the proposal to APAC
- December - President Barden

Ginny Bair, Recorder

Updated to include minutes from 11/22/06

Scheduling Task Force Minutes Thursday, October 5, 2006

Members Present: Ginny Bair, Tim Borchers, Layna Cole, Matthew Craig, David Crockett, Alex Ellsworth, Bob Schieffer, Wade Swenson, Jayne Washburn

Members Absent: Laurie Blunsom

Jayne distributed handouts including a revised 'Class Scheduling Options' and the 'Fall 2006 Timeline.' The 'Class Scheduling Options' handout was updated with a typographical correction to a start time and with the added block describing 2-credit classes meeting 100 minutes/week.

Wade and Ginny reported on their meeting with the IFO Exec Board. The feedback included comments regarding the wording in the section, Options for labs and classes meeting 3 hours at a time. Some members were concerned that faculty would want to teach a traditional lecture style course one day a week for the 150 minutes, rather than the options listed for regular 3 credit classes. Layna expressed a concern that the College of Education met and had appreciated the listed times because they would accommodate the block classes offered in the college. Task Force committee members agreed that the wording should be amended to read 'Options for labs/studios/practica meeting 3 hours at a time.' Other type classes that need to meet in a different format would need to be handled as exceptions.

The addition of evening start times at 5:00 and at 5:30 pm on the One night/week listing for classes meeting 150 minutes/week was suggested at multiple committee meetings that members attended to obtain feedback. The two time slots of 5-7:30 pm and 5:30-8:00 pm will be added to this list.

Layna also reported that the College of Education is looking at scheduling more of their classes in block type arrangements, but that they are also coordinating the various departments' schedules to accommodate students' needs.

Matt reported that the lab times discussed in the College of Social and Natural Sciences meeting were addressed with the consensus being that the start times would accommodate their departments more easily if the first time was 7:30 am and everything was shifted accordingly. Matt distributed a handout showing the suggested shift in lab times. The times will be adjusted on the current draft and feedback will be sought from other departments such as Art which might be affected by this switch.

The committee discussed the feedback received by e-mail from a faculty member and Ginny suggested that extra 4-credit options for classes meeting 4 days a week could be listed which would not cause any overlap in time schedules. Extra times will be added to the 'Class Scheduling Options' grid.

Another scenario which some of the groups noted needs to be identified is the scenario where a class meets 5 days a week for 50 minutes each day. This will also be added to the scheduling grid with the option of using the same times as the 4 credit class/four days a week but using both Tuesday and Thursday rather than just one of these.

Updated to include minutes from 11/22/06

Matt had his laptop computer available to answer questions of committee members regarding the number of courses currently being offered at times that some people expressed concerns in the feedback obtained from the various groups. Alex asked how many classes actually meet at 8:00 am now and Matt reported that in a quick review there appear to be over 200 classes currently meeting at the 8:00 time with 52 of these being an elementary education math methods class. Matt also distributed written feedback from the Chemistry, Biology, and Mathematics department chairs.

Discussion regarding the need to keep at a pace that will allow us to present our recommendations to the president in a timely manner took place. The recommendation was made that we have a table at the faculty professional development day scheduled on October 17th where we could answer questions and address concerns. Tim Borchers will arrange for the table. We will also send the revised scheduling grid out by e-mail to the faculty listserv asking for further feedback. Wade also reported that the IFO Exec Board asked that the revised scheduling grid be distributed to department chairs for their feedback.

Tim reported the concerns addressed by the College of Arts and Humanities including some of the items already discussed at other groups. Tim expressed the overall concern that the scheduling grid needs to clarify all the potential scenarios of credits/meeting times to facilitate use of the grid. Ginny and Jayne will work on the revised version.

David stated that the groups he has presented the scheduling grid to have approved of it so far. David did express a concern that the options listed for labs and other courses meeting two hours a week should not include the MWF times listed. He stated that these times should be reserved for 4 credit classes meeting two days a week.

A discussion regarding the need to address the 60% prime time rule addressed in the president's charge took place. David reminded the committee that the rule was put in place when the university's enrollment was over 9,000 students. Facility usage, parking, etc. could have been factors needing to be addressed at the time. It appears that currently some departments tend to offer more of their classes outside of the "prime time" than others. Discussion included the thought that it might be more appropriate to address the need for Dragon Core courses being offered at times distributed throughout the day, including evening classes, rather than focusing on an individual department's need to follow a 'prime time' rule.

Matt agreed to analyze the data to determine how individual departments are now offering their classes when looking at rubric designation only. David asked if we currently have any data which describes how many students in evening classes are part time students versus full time students. We do not currently have this data, but Ginny will try to obtain it by the next meeting.

The next meeting is scheduled for Thursday, October 12th, at 10:00 am.

Ginny Bair, Recorder

Updated to include minutes from 11/22/06

Scheduling Task Force Minutes Thursday, October 12, 2006

Members Present: Ginny Bair, Laurie Blunsom, Tim Borchers, Layna Cole, Matthew Craig, Bob Schieffer, Wade Swenson, Jayne Washburn

Members Absent: David Crockett, Alex Ellsworth

Members reported further feedback that had been received regarding the draft *Class Scheduling Options*.

A discussion regarding the 3 hour lab times took place and consensus was reached to shift the times back to beginning at 7:30 am on MWF and 9:00 am on TH, while adding evening times following the day times listed.

Concerns addressing individual exceptions that may need to be granted were discussed. Deans currently have the authority to grant exceptions. There appears to be a need for deans to be aware of when exceptions should be granted. It was suggested that this instruction should come from Bette Midgarden, the Academic Vice-President.

The draft *Class Scheduling Options* will be clarified to state that courses should meet within the listed class times. This will address a concern that some courses may be scheduled without allowing for a break between the next start time on the schedule. Wording will also be changed to reflect the actual amount of time listed in the 'Options for labs...' sections.

Jayne invited any of the committee members who are able to attend the Tuesday, October 17th Professional Development Day to help out at the table set up for the Class Scheduling Task Force.

Jayne will send a revised copy of the draft *Class Scheduling Options* to committee members prior to Tuesday's event. Copies will be prepared for distribution at the table.

Layna asked for clarification as to the reason behind the proposed changes. Jayne will forward the copy to Layna. Some of the issues that are being addressed in the proposal include the elimination of overlapping times for students and the efficiency of facilities usage. The president's charge to the task force also expresses some of the concerns.

Layna noted that some faculty said the evening times for classes do not appear to allow for breaks. There was a conception on the part of some faculty that there is a requirement to give 10 minute breaks for every hour of class. It was noted that although this is not a requirement, if faculty do want to allow breaks, they would need to extend the time of the class.

A question arose as to a possible need to delay the recommendation to the president from the committee. Jayne stated that we need to present the recommendation to the president

Updated to include minutes from 11/22/06

as he charged, which will then allow time to evaluate the schedule for the 2006-07 academic year.

It was recommended that Bette Midgarden be asked to poll her Tri-College counterparts to see if the adjustment to 7:30 am start times would be beneficial to their students.

One of the charges that the president laid out involved speaking to the appropriateness of centralized scheduling. Committee members agreed that this topic would be discussed in further detail at the next meeting.

The date of the next meeting will be determined after Tuesday's Professional Development Day.

Ginny Bair, Recorder

Updated to include minutes from 11/22/06

Scheduling Task Force Minutes Thursday, October 26, 2006

Members Present: Ginny Bair, Tim Borchers, Matthew Craig, Wade Swenson, Jayne Washburn

Members Absent: Laurie Blunsom, Layna Cole, David Crockett, Alex Ellsworth, Bob Schieffer

Jayne Washburn provided a handout which listed feedback regarding the draft *Class Scheduling Options* obtained from various sources including comments made at the Professional Development Day on October 17th, individual written responses received, and online responses gathered. Members reviewed the feedback listed and discussed options for addressing the issues and concerns.

- Questions such as what the rationale for the change is will be addressed in the final report from the committee.
- The responses which asked about two hour lab times on Mondays and Wednesdays beginning later than 2:20 pm have been addressed by the addition of the 3-4:50 pm time slot.
- Questions regarding the length of the times listed for 4 credit classes meeting twice a week were discussed. The currently listed blocks allow 220 minutes of class time although only 200 minutes is actually required. The times could be adjusted to reflect 10 minutes less on each block or a note could be added to reflect that ten minutes is available for a break.
- 5 day a week class comments/concerns have been addressed with the addition of the 5 days per week block listing.
- Feedback regarding the 3 hour lab times indicated a preference for earlier start times from some departments. Matt suggested that the TH schedule could be adjusted to start with the first time at 7:30, shifting everything back by 90 minutes. Matt will survey the Science departments this week to find out which times are preferable to them. Other departments using these times have already addressed their preference on the feedback forms or directly to members of the committee.
- Concerns regarding the limited availability of options for 4 credit classes meeting 3 days a week were discussed. It was decided to leave the schedule as proposed at this time recognizing that there may need to be individual exceptions made through the channels described for requesting these.
- The Math department expressed a concern over the 4-credit four days a week options. They are not sure that the number of slots available will meet the needs of the department and asked whether other times could be listed. The committee

Updated to include minutes from 11/22/06

decided to recommend that the printed schedule options remain as listed and exceptions should be addressed through the appropriate channels. If exceptions are made in this case, the committee also will recommend that the 8:30-9:20 am time slot be the preferred time used as an exception, since it would interfere with fewer classes.

- A discussion regarding the possibility of listing the 3-credit MW afternoon 75 minute blocks with the option of choosing any two of MWF for these classes took place. It was decided by the members that we would leave the schedule with MW listed and if departments want to try a different combination, they would need to ask for an exception.
- One request indicated a preference for starting classes at 4:00 pm. The committee decided that since the entire schedule has been shifted to the half hour start times, classes should begin at 4:30.
- All classes, including graduate level classes, are included in the proposed class schedule. Some departments indicated that they have special circumstances which will necessitate that exceptions be granted. These requests should go through the proper channels.

The Scheduling Restrictions item number 3 will be reworded with parentheses around Friday (F) since more classes will now be offered with the MW scenario. The item is intended to indicate that classes should be offered in a balanced manner between the TH offerings and the ones offered on either MWF or MW.

Jayne will present the draft proposal to President Barden on Monday, October 30th. She has received the reports to be included in the proposal for the president from everyone except Bob Schieffer and David Crockett.

Wade Swenson reported that he spoke with Sylvia Barnier, interim Athletic Director, regarding a possible proposal to give athletes the ability to register early to avoid scheduling problems unique to this group. Sylvia did not wish to pursue the request at this time.

The Prime Time rule was discussed. It is possible that with the elimination of overlapping class times, the need for a prime time rule may not be as pressing. The responses received from students and faculty indicated a preference for classes scheduled in the middle of the day.

The next meeting will be scheduled after Jayne meets with President Barden.

Ginny Bair, Recorder

Updated to include minutes from 11/22/06

Updated to include minutes from 11/22/06

Scheduling Task Force Minutes Wednesday, November 22, 2006

Members Present: Ginny Bair, Matthew Craig, David Crockett, Alex Ellsworth, Bob Schieffer, Wade Swenson, Jayne Washburn

Members Absent: Laurie Blunsom, Tim Borchers, Layna Cole

Members discussed the November 14, 2006 APAC meeting where the proposed Class Scheduling Task Force recommendation was presented. The item was tabled due to concerns raised by a member of the English Department who felt that their department had not been given the opportunity to review the proposal adequately for comment. Task Force committee members agreed to contact the English Department regarding these concerns. Feedback was obtained from the English Department and Dean Enz Finken regarding the need for four credit, three day a week options. It was reported by Tim Borchers that there does not seem to be a need to adjust this area of the proposed schedule due to changes that are taking place in the departments that might have been affected. The consensus among committee members was that no change in the four credits, three day a week proposed schedule needed to be made.

There is a concern that the 'Options for labs/studios/practica meeting for 1 hour 50 minutes at a time' as currently listed could result in overlap of these types of classes. The consensus was that the times should be adjusted to fit within the same times that the 2 hour 50 minute lab times would meet. The times will be adjusted as indicated on the revised schedule.

David Crockett expressed a concern that the 8:30-11:20 am lab time listed would cause conflicts with many MWF classes. Since this time is not one currently being used by departments, it was decided that it will be eliminated from the proposed schedule.

There was consensus that the wording on item number 4 of the scheduling restrictions should be amended to reflect stronger language substituting "must" for the phrase "should consider." Another item should also state that General Education courses must adhere to the published schedule.

Alex asked whether there is currently any coordination in the scheduling of courses offered in the same general education category. Although this is not currently being done, committee members agreed that this type of planning would be beneficial to students. Dr. Crockett suggested that this be submitted to Bette Midgarden for consideration.

David Crockett noted that with the Final Exam schedule listed on the proposal there could be students who have conflicts with finals in courses meeting at 3:00 MWF or TH and the classes starting at 4:30 pm or later. By switching the times that the 3:00 finals are given with the class times currently listed at the 9:00 am exam time on the same days, it is hoped that fewer students will have potential conflicts. These changes will be reflected on the revised proposed schedule.

Updated to include minutes from 11/22/06

Jayne Washburn has requested that the Task Force's proposal be again placed on the November 28th APAC agenda. Matt Craig will post the revised schedule after Jayne makes the revisions indicating any changes since the last APAC meeting in **Bold** or *italics*. The schedule will be forwarded to Maxine to be distributed on the official listserv. It will also be sent to IFO president, Cindy Phillips.

Ginny Bair, Recorder