Present: Blake, Barrick, Glasmire, Norton, Trigales, Hall, Favila

Absent: Perez, Ramos (excused), Entrican

Schedule Building Calendar for 04/05

Favila handed out copies of the proposed schedule-building calendar for the 04/05 year (Summer, Fall, Spring). Barrick suggested that the date for rolling over the previous year’s schedule be changed from September 29 to September 30, because all of the Census date archiving would be done the night of September 29. Favila noted that all course updates for the next year needed to be done before the rollover, so it would be no problem waiting until September 30. We agreed to make that change. Favila also noted that she had discussed the calendar with Ramos and they were in agreement. Two additional suggestions were made as follows:

- February 16, 2004 should read “Departments will no longer have access to SIS+ for Summer, Fall or Spring”
- March 22, 2004 should read “Department have access to SIS+ for schedule changes for Fall and Spring only”

Summer 04 Web Page Updates

Favila handed out a draft of the “Dates” page for review. Barrick suggested that we add a date showing when faculty would have access to post grades via CWeb. Favila noted that the same set of “dates” had been used for both the Student and Faculty/Staff information pages. Hall suggested that there should be two versions of the “Dates” because some items would not be appropriate and/or necessary for both audiences. Favila said that she could create different versions. Hall agreed to look at the existing “Dates” and come up with two versions before our next meeting. We also discussed whether we should indicate the day of the week for each date (e.g., M,T,W). We agreed to do this if it was one date, but not if there was a range of dates. We agreed to make one change as follows:

- Change the “last day to withdraw and be eligible for a full refund………(Session A and C)” to be May 28, 2004 (F) instead of May 26, 2004 (W)

Favila also handed out the web pages to the functional areas. The functional representatives will update their sections and return them to Elsa as soon as possible so she can update them for review at our next meeting (October 15). Since the Financial Aid representative was not present, Glasmire agreed to contact Jerry Perez to see if he is the one who should review and update the Financial Aid information. Glasmire will also determine whether Perez will remain as the financial aid representative or whether someone else will fill that role.

Standard Meeting Times for Summer Schedule

We continued our discussion about defining standard meeting times for summer to enable classrooms to be scheduled more efficiently with minimal time overlaps. Favila noted that the call for schedules was going out in just over a week and that it was unlikely that we would be able to affect any significant changes in the existing time patterns. Blake noted that there was a time (several years ago) when the time patterns for summer schedules were standard and much less flexible than now. He suggested that it might be time to reconsider more standard patterns to enable rooms to be scheduled more efficiently and to make it easier for students to register for multiple courses. After further discussion, we agreed that there wasn’t enough time to make any changes to the existing day and time patterns for Summer 04 (see attached), but that we would strongly encourage departments to stick with the patterns. We will incorporate language into the schedule building instructions about the importance of standard patterns for efficient room scheduling and the ability of students to more easily schedule multiple courses. Glasmire will also contact Babette Jimenez and Rina Derose-Swinscoe in CCE to see if they have any historical
information that would show the kinds of patterns that were used several years ago. We will review these and determine whether to recommend changes for Summer 05.

**How to Handle Address the Two Monday Holidays in Session A & C**

We discussed some options for handling this. We agreed to inform departments about the two Monday holidays in Session A & C and suggest that courses begin on Tuesday. We agreed that it would be too cumbersome to schedule courses to start on Tuesday for two of the 6 weeks and Monday for the other 4 weeks. Although this could be done technically, it would be much more difficult to schedule the classrooms and to communicate to students. Glasmire will include this advice in the “Summer 04 Planning Assumptions” and the instructions that go out with the call for schedules.

**Meeting Schedule**

We agreed to cancel the October 1 meeting. Next meeting is October 15, 2003, 1-2 PM in SAC 150. The meeting schedule for the remainder of the Fall semester is:

10/15, 1-2 PM, SAC 150  
10/29, 1-2 PM SAC 150  
11/12, 1-2 PM, SAC 150  
11/26, 1-2 PM, SAC 150  
12/10, 1-2 PM, SAC 150  

Meeting adjourned at 2:00 PM.