**Operations Workgroup Recap of 7/11/01 meeting**

**Members Present:** Emelina, Holly, Elsa, Craig, Darlene, Denise, Kris, Jerry

**Members Absent:** Anita (excused), Herb, Clint, Jackie, Lorie

**Enrollment Report**

Larry presented an updated enrollment report. Highlights are as follows:

- just over 4,500 matriculated students enrolled in both state-support and self-support programs at the state supported fees (nearly 4 times as many as Summer 2000)
- 531.6 annualized FTES (target 440)
- All colleges have met or exceeded their targets except Education which is about 85% of its target
- 633 non-matriculated students have enrolled in RCE courses
- 65 non-matriculated students have enrolled in state-support courses via Open University
- 785 students have applied for Financial Aid; 739 awarded aid totaling $1.46 million; $317,000 has been disbursed as of 7/10/01
- A minor surge in registration activity will probably occur the week of July 16-20 as we start a new session; however, many classes are already full

**Calendar of Dates for 02/03 Schedule Building (including Summer 2002)**

We discussed the proposed calendar of dates for the 02/03 Annual Schedule building process, which includes the Summer 2002 schedule. We agreed that the "Y" term will be used in the future for summer semester (state-supported) programs and modified Elsa's proposed calendar to reflect Summer 2002 as "02Y". Denise suggested that we add a sentence to the December 7, 2001 date (Summer 2002 Schedule Due) as follows:

"Room changes are to be submitted to Space Management" after Dec. 7 and before February 15, 2002.

Elsa also noted that the dates for Fall/Spring schedule revisions (after the initial building of the schedules on SIS+) should be Jan 22-Feb 15, 2002 instead of Jan 16-Feb 15.

Elsa will make these changes to the calendar of dates and make sure they are entered on the campus Master Calendar of Dates for the coming year. Elsa will also send the final version to members of the workgroup.

**Proposed Mods to SIS+ to Accommodate Term Security for Room Scheduling**

Larry asked about a sequence of emails that have been exchanged between Brian Smyth, Randall Grundy (SCT) and Denise concerning the proposed mods and various alternative approaches. Denise indicated that Brian's alternate proposal, which is likely to be less complicated and less costly, doesn't deliver the functionality that she feels is necessary. At this point, both Denise's proposal and Brian's proposal are being reviewed by the SCT consultant to determine the estimated cost for the mods. When these cost estimates are received, Denise, Brian and others
will determine the best approach and define a schedule for implementing the mods. Larry will talk with Nancy Shulock about funding the mods from the YRO Implementation account.

**Other Issues**

Kris brought up some concerns about courses that have been scheduled in specific sessions, but whose meeting times have been changed so that the times fall outside the boundaries of the session dates. These changes have been made at the faculty or department level with little or no consultation. Some of examples of situations that have been discovered are a Nursing course that is listed in Session A (June 4 thru July 15), but the course actually is meeting until July 22. Another example is an RLS course that is listed in Session B (July 16 thru Aug 25, but students have been calling the CASPER Help-Line because they have been told that the course is only 3 weeks and doesn't start until August 6. A third example are two courses (EDTE 305 and EDBM 304) in the College of Ed that are listed as Session B, but according to students who have called the Registrar's office, the both courses had their final exams on July 12, before Session B even started (they should have been scheduled in Session A). These are not the only examples. As additional examples are discovered, Kris and Emelina will let Larry know about them.

Several members of the group are very concerned about the "laissez faire" approach to scheduling summer courses. We are in agreement that a more structured schedule is important if the summer program is to be more like the Fall/Spring terms. Part of the "fuzzy" way in which courses are scheduled for summer has to do with the "culture of summer" and the way in which RCE has accommodated the desires of faculty and departments over the years. Many problems occur when courses schedules are changed after originally publishing a schedule, or when courses are scheduled outside the boundaries of defined Sessions. We have tried to define a structure that minimizes the number of possible combinations of registration/add/drop/census/refund deadlines for different Sessions, to present a schedule that is flexible, yet predictable for students, and to minimize confusion over multiple deadlines and grade reporting cycles.

Larry agreed to bring this to the attention of the YRO Policy and Long Range Planning workgroup for their reaction *(NOTE: I did this at a meeting on 7/12 and received support for a more structured summer schedule and a communication to deans and departments about the importance of scheduling courses within the structured schedule)*. Larry will draft a memo to be sent to the Deans and Department Chairs about the problems caused and with "irregular" scheduling and attempt to define more clearly what the parameters are for scheduling summer courses. This will be done in consultation with the Provost and the YRO Council to ensure that there is consensus.

Meeting adjourned at 2:05 pm.

I've decided to cancel our meeting for this week. Next meeting will be July 25, 1-2 pm. in Lassen 3008.