Members Present: Jennifer Aceves, Michael Allen, Patrick Doyle, Holly Ferguson, Mike Guzzi, Kate McCarthy, Jennifer Mays, Ryan Patten, Steve Robinow, Seema Sehrawat, Tom Ussery, Mike Watts (Newell)

Members Absent: Joe Alexander, Sharon Barrios, Jessica Bourne, Ken Chapman, Chiara Ferrari, Dave Hassenzahl, Mike Magrey, Larry Maligie, Patrick Newell, Marianne Paiva (Ferrari), Tom Rosenow, Debbie Summers, Sara Trechter, Clare Van Ness

1) Call to Order – 1:03
2) Approval of Minutes from 06.27.19 - minutes were approved
3) New Business
   a) Discussion Items
      i) Scheduling Update
         (1) Astra Optimizer Project Plan Update
             (a) All colleges have been met with and given their course data spreadsheets to complete by 8.15.19.
                 (i) Data will be entered into the Optimizer after that.
                 (ii) Please talk to Jenn A. if there are any questions about completing the spreadsheets.
             (b) The project plan has been revised to include Phase II and Phase III information and will be sent to everyone for review with the minutes
         (2) Room Feature/Course Feature Data Collection/Entry Update
             (a) All buildings will be complete by the end of next week with the exception of O’Connell (due to renovations this summer).
      ii) Policy Draft
          (1) Michael A. provided a draft for review, which will be sent with the minutes. The highlighted information is different from what we currently do. Everything else is a codification of our current practices.
              (a) The information in the “Class Distribution” section was taken from SLO’s policy and is only meant to represent a conversation starter.
              (i) This should probably be fined by department or unit.
              (ii) Next year the prime time peak power period will change to something like 4pm – 9pm so that should be taken into consideration as well.
(iii) Certain classes should be excluded from the prime time rule, such as classes held in labs.
(iv) The prior data that shows how many rooms will be needed after BUTE comes off-line should also be taken into consideration.
(v) Language from a few EM’s is included as well as links to the Final Exam Schedule and the Standard Scheduling convention.

(b) This draft does not include room assignments.
(c) Many campuses have alternate class time durations rather than 50 or 75 minutes. What would it look like if we considered different durations? (this timing is based on the Carnegie Model) Ryan will pick this ball up from Jed’s work and take a look at it but he would need some help – please let him know if you can help him with this project. The pedagogy research indicates that block times are more effective for learning. NSC is scheduling science lecture/labs together once the new building comes online.

(d) Much of our current practice comes from CO policies that have been in place since the 1970’s.
(i) How space is coded dictates funding for a variety of purposes.
(e) This is what needs to happen from here:
(i) We need to research what the percentage should be.
(ii) We need to research what the prime time definition should be.
(iii) We need to see what we can reasonably accommodate.
(iv) After we run the Optimizer, the data will help inform these decisions as well.

iii) Faculty Survey Question Development
(1) After discussing various aspects of how to implement a faculty survey, the group decided that the departments should sit down with their faculty and review the information that will be provided in the course data collection spreadsheets rather than do a survey.
(a) Associate Deans need to discuss this with their Chairs for buy-in and implementation.
(b) The spreadsheets that have been sent still need to be completed and back to Jenn A. by 8.15.19. She will review them, AD-SUA will review them on 8.22.19 for the scope of the requirements and preferences provided. Jenn A. will then return the spreadsheets to the colleges so that department meetings can be held where faculty will provide their input before the 9.19.19 Academic Senate meeting.

iv) BUTE Renovation Progress Update to Campus
(1) Mike G. and Ryan will be added to the Academic Senate agenda on 9.19.19.
(2) Open Forums
(a) Allows for more than just department and faculty feedback.
(b) They will be based on updating the campus on the BUTE Renovation project and how we are beginning to utilize the Optimizer to assist with projects like this.
(i) The new Science Building should also be part of the conversation.
(c) Deb and Sandy should be brought up to speed to make sure they agree with our approach.
(d) We will schedule them once a month, for an hour each, in September, October, November.
(e) Methods of feedback need to be defined.
   (i) Survey (sent by email)
   (ii) Sticky notes
   (iii) Email to aaspace@csuchico.edu

4) Announcements
5) Adjournment – 1:56

Upcoming Dates:
   • Meeting – 07.25.19 – 1:00 pm – ARTS228
   • Meeting – 08.08.19 – 1:00 pm – ARTS228
   • Meeting – 08.22.19 – 1:00 pm – ARTS228