

Year Round Registration Scheduling Workgroup

9/20/19

Meeting Notes

Present: Michael Carr, Marsha Raybourn, Reyna Torriente, Pam Kersey, Kelly Jackson, Rob Wojtkowski, Denise Schulmeyer, Rachelle Panganiban, Judd Curran, Guillermo Colls, Pat Setzer

The meeting opened with a review and discussion of the potential benefits and opportunities of publishing a year-long class schedule and allowing students to register for the entire academic year:

- Allowing students to register for an entire year's schedule of classes will support Strategic Enrollment Management;
- Year-around registration will support student completion, which will also support the SCFF;
- With careful planning, we can offer a *guaranteed class schedule*, with zero cancellations of sections;
 - To avoid running too much in the red, we should review previous schedules to identify sections, days, and times that have met enrollment criteria and start with them;
 - Learn from mistakes so that we minimize running inefficient sections;
 - Both colleges should coordinate cancellation policies and dates to promote efficiency;
- A guaranteed class schedule will help current students plan and make an attractive recruiting tool for new students;
- A guaranteed class schedule will provide greater financial security to adjunct faculty;
- When fully implemented an annual class schedule will reduce the duplicated workload of preparing and publishing three schedules (fall, spring, and summer) every academic year.

The second part of the meeting addressed concerns and obstacles to implementing year-around registration in time for the 2021-22 academic year:

- We will need to develop the 2021-22/2022-23 academic calendar and bring it to the governing board by June 2020;
- The transitional year, when we are simultaneously preparing the spring 2021 and the 2021-22 class schedules, will be a heavy lift;
- Providing priority registration for special populations such as DSPS and veterans who enter the colleges in the middle of the academic year will be a challenge;
- Year-round registration will pose difficulties for IT to do scheduled maintenance;
- We will have to implement a process for identifying students who fail or drop out of prerequisite courses, and to prevent them from staying in classes when they don't meet the prerequisites;
- Year-long class schedules will create a lag in getting new curriculum into the class schedule.

The group developed some recommendations to address the above concerns and prepare a timeline for building the 2021-22 class schedule:

- The Academic Calendar Committee should meet in the spring 2020 semester rather than fall 2020 to build the 2021-22/2022-23 academic calendar;
- The annual class schedule should comprise Fall-Spring-Summer rather than Summer-Fall-Spring
 - This will allow us a little more time to build the 2021-22 class schedule

- It will accommodate recent HS graduates who may not be ready to plan their academic year at GCCCD until after they graduate in June;
- We should build the fall 2020 and spring 2021 schedules concurrently rather than consecutively (see attached spreadsheet);
 - That will give us a low stakes practice run on connecting the two semester class schedules;
 - It will clear the decks in the summer of 2020 to start building the 2021-22 schedule
- We should prepare to provide additional resources and support to Instructional Operations as needed during the transitional year;

The last topic was next steps:

- Invite students to join the workgroups!
- Judd Curran and Mike Reese will share our meeting notes and recommendations to either Council of Chairs and Coordinators (October 14) or Academic Senate (November 25) at Grossmont;
- Pat Setzer will share notes and recommendations to the Instructional Leadership Advisory Team (chairs, coordinators, and deans) at Cuyamaca on October 7;
- Participants from this workgroup will attend the Business Processes Workgroup under Aaron Starck on September 27;
- Marsha Raybourn will forward the list of topics from the Business Processes Workgroup to the Scheduling Workgroup participants;
- The next combined meeting of both workgroups will take place on October 17.