

CEER Committee Minutes - September 18, 2025

VIEW RECORDING - 62 mins (No highlights)

Meeting Purpose

To discuss SEER processes, scheduling forms, and potential improvements to the block scheduling system.

Key Takeaways

- COVID tracking presentation was successful; the committee agreed to consider this item closed
- Scheduling forms for part-time faculty need standardization and clearer timelines across departments
- Block scheduling may need revision to optimize class time and increase efficiency
- A potential scheduling task force was proposed to address block scheduling and standardized accounting concerns

Topics

COVID Tracking Update

- Vy presented on transitioning away from COVID tracking
- Presentation was well-received by faculty
- Dr. Rebecca Ryan provided data support
- Committee agreed to mark this item as completed

Part-Time Faculty Scheduling Forms

- Current process lacks consistency across departments
- Committee discussed potential standardization of forms and timelines
- Proposed deadline of April 15th for fall semester and November 15th for spring semester
- Ray to collect information from deans about current practices

Block Scheduling Review

- Current system implemented about 7 years ago to address overlapping class times
- Some courses may be over-scheduled (e.g., 60 hours for 3-unit courses instead of 48-54 hours)
- Potential to reduce class time by ~10 minutes per session to create more blocks
- Standardized accounting method implementation by Fall 2026 necessitates review

Potential Scheduling Task Force

- Proposed to address block scheduling and standardized accounting concerns
- Would involve curriculum committee for unit and course outline reviews
- Ray plans to consult with Jeff O'Connell about the original block system implementation

Next Steps

- Ray to meet with deans to discuss current scheduling form practices and timelines
- Monica to reach out to part-time faculty (Dawn and Sandra Matisol) about their scheduling needs
- Ray to speak with Jeff O'Connell about the original block scheduling system implementation
- Committee to further discuss the formation of a scheduling task force at the next meeting

Action Items

- Send COVID tracking PowerPoint to Ray (Vy) - WATCH(5 secs)
- Contact Dawn & Sandra Matisol re part-time counselor scheduling form submission timing preferences - WATCH(5 secs)
- Survey deans on typical timing of PT faculty scheduling form distribution - WATCH(5 secs)
- Meet w/ deans re consistency in PT faculty scheduling form process - WATCH(5 secs)
- Consult Jeff O'Connell on block scheduling system history - WATCH(5 secs)