

Subject: Scheduling Efficiencies Meeting - 10/25 at 3:00 p.m.

Location: CSB Conference Room

Start: Tue 10/25/2016 3:00 PM

End: Tue 10/25/2016 4:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Villanueva, Donna M.

Required Attendees: Lauterdale, Christine; Koehnlein, William D.; Lehavi, Sheri A.; Cooper, Melody J.; Blaine, Ida K.; Fields, Dale L; Harvey, Sara M.; Doelitzsch, Patricia A.; Paggi, Paula M.; Youhanna, Adrian; Accardo, Donna L.; Grigoriants, Natalia; Gend, Michael D.; Connelly, Jill P; Astorga, Juan C; Rhi Kleinert, Susan; Gavarra-Oh, Mary Anne M.; Vessella, Thomas J; Fernandez, Jose Luis; Chang, Cindy K.; Nelson, Shilo V; Van , Candy A.

FRIENDLY REMINDER

Good morning, Scheduling Efficiencies Taskforce

Because of your input at last month's maiden meeting, we were able to create a Winter 2017 and Spring 2017 schedule of classes that resolved all "room conflicts and no rooms" issues. THANK YOU.

At our next meeting, **Tuesday 10/25 at 3:00 p.m.** immediately after the APC meeting (I'll bring cookies and Halloween chocolate for those needing a sugar pick-me-up!), let's meet to discuss:

- Winter 2017/Spring 2017 Room Conflict resolutions
 - What worked? What didn't work?
- Process to resolve future room conflicts
 - In what order? Alphabetically by department? By Start times? By days of the week?
- Large Classroom policy
- Review of **SB 1359 (Block) Public Postsecondary Education: Course Materials: SB 1359** requires each

campus of public postsecondary education to disclose in the campus course schedule whether a course uses free or low cost open educational resources (OER).

- **Catalog Printing Input: Publish Annually, Biannually?**

Thanks,
DM