

Committee on Academic Policy (CAP): Meeting Minutes

Monday, October 28, 2024, 2:00pm; Mid-Century Room

Meeting #8 AY 2024-2025

Attendees: B. Antupit (student representative), J. Duple (CEAE, CAP Chair and EDC Representative), N. Farny (BBT; via zoom), D. Heilman (CBC, UOAC representative; via zoom), M. Leatherman (student representative), S. Miles (Registrar), L. Roberts (BBT), S. Wodin-Schwartz (MME), F. Zoutendyk (MME)

Not in attendance: A. Gericke (Dean of Undergraduate Studies ad interim)

Meeting called to order at 2:05pm.

The meeting was dedicated to the topic of course scheduling. Registrar Sarah Miles presented a heat map created by a faculty member, depicting room usage by day and term for courses designated as lectures, seminars, and discussions (not labs). The standard course meeting schedule was also presented. Many courses have meeting patterns that are discordant with the standard schedule. For example, lectures are scheduled on 177 distinct patterns; all other section types (including labs and WPE) meet with 181 distinct patterns. Registrar Miles also shared how many undergraduate and graduate on-campus courses are offered before 5pm (i.e., 96% UG and 75% grad).

There are no written policies or guidelines on course scheduling. Representatives from each department/program are instructed to try to schedule course meetings according to the standard pattern when draft course schedules are circulated in the fall.

The committee discussed presenting at an upcoming faculty meeting the problems that result from underuse of standard scheduling for the Registrar, students, faculty, and departments/programs. A variety of potential options to improve scheduling were discussed.

Meeting was adjourned at 2:53pm.