

MSPC Committee Meeting Minutes: September 13, 2013

Present: Gary Campbell, Donna Ciampa, Anna Flack, Bernadette Garcia, Laura Levine, Kristin Reilly, Jane Shearer, Linda Sprague

Not able to Attend: Thomas Coleman, Cheryl Eldredge

▪ Approval of June 14th, 2013 minutes:

Item #1: Combining lecture/lab for RDG-098/RDG-099 for master schedule continuity and efficiency. This will also make the pre-req. screening process less cumbersome. Gary asked the Deans to provide room numbers and seat limits for their respective campuses. Bernadette recommended a trial run in the spring semester of one lecture/lab CRN for RDG-098. The committee agreed and will have the course in place before November 11th, spring 2014 priority registration.

Item #5: Gary stressed the need to reinforce the procedures for cancelling a course. Zeroing out a seat limit creates a placeholder for the CRN. The inactive CRN still counts in the section count and the room remains reserved for the cancelled course.

Item #11: An issue arose regarding Anthropology (295) Study Abroad where a student paid for 6 credits of (2) 295s, however, only one course showed as completed. Anna will check the (multiple repeat allowed) setting in SCACRSE.

The Committee approved the minutes as amended.

- The next meeting date is scheduled for Friday, December 13, 2013.
- Conflicts exist with the March 14 and June 13, 2014 meetings. Gary will look into one meeting in April.
- The wintersession 2013-2014 academic schedule was rolled on August 26. John Gannon ran the SICAS Shadow Table which allows individuals to make changes to the schedule. Jane indicated that the East Campus may want to run culinary courses over wintersession. Gary advised her to build the courses. The spring 2015 schedule will be rolled on December 30, 2013.
- Gary provided his Total Available Seats & Utilization Report for fall 2013 as of September 9, 2013. The college-wide percent utilization is 94.75. As of this morning, Gary reported the headcount at 100.49 with full FTE at 99.79 (not inclusive of Excelsior or Early College). Beginning with Priority Registration, Gary provides this report weekly to Associate Deans to disseminate to their Academic Chairs.
- Cheryl has updated the MSPC webpage.

- A building and room update has been sent out; all changes must be forwarded to Gary for input. Gary indicated that when the master schedule is rolled, it appears that time/room conflict over-rides are rolled with it. He would like to see a program written for over-rides to be pulled out when the master schedule is rolled, allowing academic chairs to over-ride as appropriate.
- For blended courses, face-to-face meeting dates must be entered on each line so that students don't register for another class during that time slot. Academic Chairs offering blended courses should coordinate for efficient room utilization.
- Anna requested the committee members remind the Deans and Academic Chairs that anytime a new section is created and a pre-requisite is needed, a (√) must be placed in SSASECT – CAPP.
- Linda provided an update on SARS, a scheduling program designed for Student Services Offices which allows student tracking in a variety of settings. Linda and other Student Services administrators attended a presentation at Delaware Community College. The Eastern Campus is using the program for new students and Ammerman and Grant for Special Services. It is the intent to use the program college-wide next term. Since continuing students can only be pulled for the last two years, Chris and Laura will parallel SARS with Degree Works and write a script to pull names from Banner for both programs simultaneously.
- Anna provided an update on Degree Works. The DW team has completed training and has moved into the next phase; a development site of degree works to play in. The IT team members are working on federated IDs which require creating a SUNY identity for each employee and student. Fall 2014 for spring 2015 is being considered to go live. However, financial aid compliance and the fact that Degree Works transmission is not in real time may delay the process.
- Anna noted that communications regarding priority registration and advising are being developed jointly with Marlene Dubois and Counseling & Advising. Jane and Donna both noted that advising is currently going on for spring 2014.
- Laura provided an update on the Luminis-5 upgrade. This later version is more robust; however, it is missing some functionality. IT is writing processes for mass email functionality.
- Laura provided an update on the Event Management RFP. A less expensive product with better functionality has been purchased. All rooms/space will need to be built into this program. Coordination will be needed due to the impact on the master schedule.
- Kristin Riley noted that the Flexible Registration meeting hasn't taken place yet.

- Jane mentioned a need for HRM recruiting and advertising. Gary noted that the College holds an articulation agreement with St. Joseph's which awards one Hospitality and Tourism Management scholarship per year to an SCCC Hotel & Restaurant Management graduate.