**MSPC Committee Meeting Minutes – December 14th, 2012**

Present: Gary Campbell, Thomas Coleman Anna Flack, Laura Levine, June Ohrnberger, Kristin Riley (for Nina Leonhardt), Jane Shearer, Cheryl Eldredge

Guest: Joanne Braxton

Not able to attend: Donna Ciampa, Linda Sprague

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1. *Approval of June 8th minutes.*

Review of June 8th minutes. Further discussion is necessary on the following topics.

- Section long titles: Jane says that when the schedule meets the eyes of the chairs on the campuses, everything that needs to be done at that point, there is a tremendous amount of that needs to happen all at once.
- **Note: The ultimate responsibility of a course in an academic discipline is the academic chair in that discipline.**
- Anna questions number 6 in the minutes, "Removal of update access in SSASECT". The removal of update access has not been done yet. Laura explains that there is a bug in the system that it can't handle. IT is still looking into correcting this. An alternative is to modify the code, but IT would prefer not to do that.
- Cannot set up hands on training sections for FLAC because it is not ready yet.

Minutes approved.

2. *Next meeting date – Friday, March 8, 2013.* If you cannot attend a scheduled MSPC meeting, please send a campus representative.

3. *Approval of the 2013-2014 Master Schedule Process Calendar.*

Gary will set up a conference call to go over in detail the master calendar breakdown with MSPC Liaisons from each campus.

Points to be made regarding calendar:

- We need to include all central parties listed on the calendar. Official meetings will be set up at specified time listed on the calendar.
- The review of facilities has worked out very well up to this point. Example of how well this has worked is with the upcoming renovations of the Riverhead building – Banner can be used to reschedule classes with the appropriate building/room. Gary will be discussing with Dr. Mazzarelli about an Ad Astra schedule program. If we go through with the Ad Astra scheduler program, it will pull out information and input it on a calendar down to who will be on campus. Campuses want to look into the totals, and not just in the units. We need to be able to see what the attributes are for a room, and we also need to be able to see the scheduler of the rooms. A good example of how this would help specifically is with our blended classes – where students are only on campus 4 days out of a semester. Gary will look into this further and the cost. Ad Astra has offered a few different options. They will take the campus data and give recommendations of scheduling. They have also offered to pay yearly for program without a contract. The program is more of an event calendar, not so much a scheduler.

Anna states that we need to discuss and proceed with either the 1002 process or the Ad Astra scheduler program.
Schedule 25 was purchased, but never used. Schedule 25 did not have the people around at the time to support what needed to be done and the management of it. We have a new group of people and we are in a different place for a program like this.

To Committee: Please review the calendar, compare it to the previous calendar and make note of any concerns. The dates listed are deadlines and should be used as a guideline.
Adjustment to the calendar will be made to specify the tasks of the chairs by shading items.

4. *Ad Astra Information Systems – Higher Education Thought Leaders Forum – Transforming How We Manage Academic Operations and Student Success – December 6, 2012, Texas.*
Gary was invited to speak and attended conference in Texas. Ad Astra was so impressed at how we work the master calendar. When they changed their scheduler software, they make some adjustments keeping in mind how we do some things here at Suffolk. Gary says it is nice to see how well ahead of the curve we are.

5. *Registered on multi-campuses for classes with less than 60 minutes travel time.*
Multi-campus travel with insufficient time between classes. IT runs a report that indicates that name, phone, and email for students registered for classes with insufficient travel time between campuses – this report is run every Monday. The first report of the list of students with insufficient travel time was extracted on December 3rd. There were 89 students on this report. The second report was extracted on December 10th. There were 58 students on this report - 13 new students. The third report was extracted on December 17th. There were 58 students on this report – 7 new students. Emails are sent to students and follow up phone calls are made. Students are advised to look into changing their schedule, and it is found that all but one of these students was unaware that they had registered for classes on different campuses. .

6. *Master Schedule Management – winter session 2013 and spring 2013. Currently running at 85.02% utilization for winter and 65.99% for spring. Section Utilization Reports are being run each Monday up until the start of the semester.*

7. *Change from honors sections to traditional. Memo out to honors that all changes need to occur at the department level and not by the honors office.*
Adjusting honors classes to traditional teaching method – message appearing when attempting to change. Chairs were not able to make adjustments by old method. Something changed in Banner that it does not allow this adjustment in the way that we used to adjust the instructional method. There are a number of honors sections have low numbers in their seat limit. We could have had these low seat classes in the pool of traditional classes with a 35 seat limit.

8. *Removal of update access in SSASECT – B.U.G. request form was submitted, nothing to report.*
Laura will follow up.

9. *Importance of not forcing students over the hard limit. New sections added to schedule must reflect the +1 or +2. The agreement between the College and the F.A. continues for the remainder of the FA contract, which is until 2014.* (Standing agenda item)

10. *Correct Parts of Term (POT), Assignments Types (FL, FO, AJ), Time Blocks, Independent Study (297s) and Distance Education Fees – we have made updates to part of the registration calendar and Cheryl has been updating.*

11. *Will run a Part of Term Exception Report as per the Master Schedule Process Calendar, three times prior to start of new semester.*
John Gannon is sending the fee report earlier, so fee corrections could be made earlier. As we re-run this report, there should be less corrections to be made.

12. *Correct number of credits for 295, 296, and 297s, given in SSASECT with range, must select appropriate number of credits.* ***Section long title must be entered in SSASYLB*** *and course description in SSATEXT.* Standing agenda item – important for chairs.

13. *Reading lecture and laboratory component – what is happening – do computer rooms not match seat limit of lecture so that class can be made similar to a lecture/lab class.*
Jeff Pedersen is working on this college-wide. This is just starting in conversation. Any questions related to this should be directed to Dr. Pedersen.
Laura states that based on their decision and policy, the computer center will need to make changes. Previously students could take any lab, but now we would match the seat limit in the class room with the number of station. June says that the advantage is that the professor can then talk to the PA running that lab, and there is collaboration to benefit the student. Currently, if students pass the lecture, they automatically pass the lab. Requests were made to IT to make changes to Banner to coordinate this. Banner is not driving this grading system.
Anna will question what direction we will be taking on this.

14. *Reports:*
*Anna:* Enhancement to the progress evaluation – putting students on probation based on how they progress. Student needs to be below par under grade and cum evaluation before they are put on probation. Are there other issues with pre-req screening and/or repeat process?

June: Registration for some ESL classes is being stopped due to repeat. ELL and ELW can take classes as many times as they want. Anna requested a list of those courses. IEP classes can be taken 3 times.

Spring enrollment questions? All dates are on the registration calendar. Enrollment management document will be sent out.

Jane: East is moving into student success, so that may be a challenge. Anna will be visiting east campus to review FERPA.

*Laura:* Trying to progress to Luminus 5. Response time is supposed to be improved. IT will be doing a low test to prove this. Production will have to be down for testing at night. Tentative date: week of February 25th.

Adjunct seniority system is live. New system has replaced old system to help NORA, but more of a seniority order. Some changes affect schedule: CSL is not assigned based off section numbers. IT met with Chris G. and George T. to discuss what would have to be done to NORA to have LBY included.
IT has been working with BUG to centralize the priority task.

*Distance Ed:* no report at the current time.

*Kristin:* On printed bills, can non-credit bills have a customized due date? The dates currently do not match up to continuing education due dates. This also applies to ESL students.

*June:* Several years ago, June asked if they could have a NORA-like system for the ESL faculty. They have an inefficient system now, so she requests that if this could be brought up again to see if this system can be updated. Laura advises that June send a request to put this item on the BUG priority list. Anna will further discuss with Laura to see how to get this item documented.

*Jane:* MaryAnne Miller is retiring, 2 full time librarians need to be replaced. Open lines will be coming to east due to retirements.

*Tom Coleman* –38 sections for winter session. 81% seats taken. 33% paid. Total 1131 seats.
Spring – 889 section 68% full time day. 31% full time evening.
75% day sections taken. 11.5% paid. 25% seats still available.
Ammerman campus is at a lower percentages due to minimal students in the pipeline coming through. He would like to make note that if there is a standstill on the movement of adding sections, it is because of lack of students in the pipeline.
Where there is a need in terms of “college-wide”, Tom approves those added sections if instructors and classroom are lined up and ready to go. Jane says that in order to add a section on the east campus, it is required to cancel a section. They all work together on the east campus.
Jane adds that the impact of the hurricane will make a difference. June says loss of homes, and loss of businesses may add to it also.
Gary adds that there are a lot of variables that impact the lack of students in pipeline. The impact is greater now than it was at the last “downtime”.