

## Minutes, CSS Undergrad Committee, Dec 2 2011

8:45a-10:15 CP 206C. Attending: Alden, Chinn, Fowler, Friedman, Jeffrey, Mayer, Mobus, Sheng, Tenenberg, Zimmerman

- The minutes for 9/27/11, 10/7/11, and 11/4/11 were approved. Tenenberg will archive these at the [techdocs](#) website and link them from the CSS committee wiki.
- The [321](#) and [322](#) Master Syllabi were approved, and sent up to the full faculty for approval. Kudos to Zimmerman.
- The [143/305 placement exams](#) were approved. Kudos to Mayer, Fowler, Zimmerman, Chinn. In order to make them useful by the right people at the right time, we need to post them to the Institute website (Tenenberg will send them to Rondeau), get them linked from the appropriate places on the Institute website (deferred until January until the Institute website is redone), and tell Beth Jeffrey about them. Faculty in 142, 143, and 305 in winter should also link them from their web pages and email their students about them in advance of the courses.
- We discussed course scheduling for 2012-13 academic year, with the goal of having a master schedule in place early in 2012. We first discussed the results from the student scheduling survey (kudos to Harris for assisting in the design and administration). Students highly prefer courses 2 days per week, and there are also very few students (responding) who are "evening only". Students prefer taking courses at the 10:15, 1:30, and 4:20 time slots the most. Student complaints were largely about the unpredictability of scheduling, making it hard to plan, as well as the number of scheduling conflicts that prevents them from taking courses that they otherwise would have. The committee then discussed the [scheduling heuristics](#) that Tenenberg developed based on the survey and the heuristics that this committee developed last spring. There was general agreement with most of the heuristics. The one that caused the most controversy is "When there are two sections of a course in a quarter, they will be offered at the same time on the same days," with several pros and cons for this. Tenenberg will send out an anonymous survey to solicit the committee members' preferences on this issue. An idea that didn't fare well was to schedule labs and/or workshops on Fridays. The committee also discussed Tenenberg's proposal to put all of the CSS courses on two days per week. One of the significant problems with this is that this would be very difficult for faculty teaching 3 courses in a term, especially if one of those courses involved a lab. It would also be difficult to find mentors for the workshops. Consensus built around having all of the 300-level courses (with their associated workshops) on the same two days, and the 100- and 400-level courses (with the associated labs for 142 and labs/workshops for 143) on the other two days. The next steps are that Tenenberg will do a bit of additional work on the schedule to develop a "proto-Master Schedule" within the next week, and send this to Friedman. Friedman will combine this with the schedules of the other degree programs to develop a draft Institute Master Schedule by our next meeting. We plan to critique this at our next committee meeting, and also to ask Lane if he will conduct a couple of student focus groups (of 6-8 students) who can also critique it. Tenenberg will also set up a wiki page for faculty to state their teaching preferences for the 2012-13 academic year. He will announce this in the full faculty meeting, and have it available within the next week.