

**Academic Affairs Committee Minutes  
February 28, 2017**

Present: Marta Ameri, Lisa McDaniels, Nadia El-Shaarawi, Jacob Adner, Fernando Gouvea, Beth Schiller, Jenner Foster, Karlene Burrell-McRae, Margaret McFadden, Jim Sloat, Jim Scott

1. Approval of the Minutes

The minutes of the last meeting were approved.

2. Report of the Scheduling Subcommittee

Jim Sloat gave an extensive presentation of the work of the scheduling committee. He presented and provided analyses of a series of charts showing that the problem of course clustering at popular times has gotten significantly worse over time. The subcommittee proposes that we should issue guidelines to departments about course scheduling, and establish a course scheduling committee to resolve conflicts and manage the process. This presentation led to a lively discussion of the issues that surround teaching at 8:00 am, from the perspectives of both students and faculty. This discussion will continue in two weeks. Next steps after that will be to take the proposal to department chairs and program directors.

NEXT MEETING: March 7, 2017 at 4:00