



Members: Donald Acton, Gordon Bates, Radicy Braletic, Ana Chicoine, Carla Da Silva, Jennifer Stewart, Fran Harrison, Jennifer Janicki, An Keylock, Craig Kingsep, Jan Marsden, Mary Murphy, Lynn Newman-Saunders, Candace Parsons, Clare Quirk, Susan Reh Bosch, Niroshi Sureweere, David Tait, Tammy Tromba, Mar Ness, Jennifer Pelletier

Objective

The objective of the Timetable Representative Scheduling Committee is to assist in the development of innovative and progressive scheduling practices that will take into consideration student learning needs, academic program evolution as well as the needs of the campus as a whole. This Committee will recommend practices through Classroom Services to the campus community.

Duties and Responsibilities

It is the duty of the Committee to work towards achievement of functional scheduling practices for the UBC community.

Equity – The Scheduling Committee will be guided by the principle of equity for all participants in the process. Practices, processes and ideas formulated within the Committee should complement an equitable arrangement with the university community as a whole.

Communication – The committee will assist in development of communication strategies as they relate to recommendations established within committee meetings. By doing so, this will ensure that ideas are widely demonstrated to the campus community.

Integrity of Academic Course Scheduling Guidelines (ACSG) – The committee will seek to evaluate, improve upon and bring forth scheduling guidelines that will hold characteristics of innovative and progressive scheduling.

Innovation - The Committee will continue to look towards exploration of new ideas and processes to ensure that scheduling needs are met. Through innovation, the Committee can continue to build upon current adoption of practices and find more streamlined ways to function.

Resources – The Committee will act as a resource to the rest of the scheduling community.

Administrative Arrangements

Members

Membership within the committee will seek to include Timetabling and Scheduling representatives from the various academic departments across campus. Members will be

responsible for assisting in offering recommendations to the campus on needs as related to the university. Guest members will be permitted to attend meetings as necessary.

Meetings

The committee will meet regularly throughout the year. During those times, meetings may become more frequent, allowing for actions and resolutions on various challenges to the academic community.

The chairperson will provide advanced notice of all meetings with the inclusion of dates for the meeting as well as an agenda.

Participants within the Committee will understand the role they take on as committee members. (If participants are unable to attend, they will make every effort to provide advanced notice of their inability to attend.) If participants are unable to attend, the committee secretary will provide them with an agenda and receive their comments on items to be discussed. Members may recommend that an alternate individual attend on their behalf, particularly if extended absences are occurring.

Committee Chair

The position of Committee chair will be held by an individual from within Classroom Services.

Secretarial support

The Committee chair will appoint an individual from Classroom Services to provide secretarial support for each meeting. The support staff will ensure that the agenda for each meeting and supporting papers are circulated at least one week before the meeting. The support staff will be responsible for minute taking during each Committee meeting. Minutes will be organized by the support staff after each meeting and circulated to all Committee members no later than a week after the completion of each meeting.

Review of Charter

At least once a year, the Committee will review this charter. This review will ensure the accuracy of the charter and the ideas represented within.