



Timetable Representative (TRep) Advisory Committee

**Terms of Reference**

June 2022

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**Mandate**

The primary objectives of the Advisory Committee are to:

- a) Assist the “Improving UBC’s Academic Course Scheduling Model” project, participate in requirements gathering, and report findings to the Steering Committee, where and when applicable;
- b) 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;
- c) Work towards achievement of functional scheduling practices for the UBC community;
- d) 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;
- e) Promote information exchange, and act as a resource, on the subject of scheduling to the rest of the scheduling community;
- f) Assist in the development of communication strategies as they relate to recommendations established within Committee meetings;
- g) Seek to evaluate, improve upon and support existing academic course scheduling guidelines and principles that will hold characteristics of innovative and progressive scheduling;
- h) Serve as a venue for stakeholders to provide input on policy development; and
- i) Continuously 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.

**Composition**

- a) The Advisory Committee will seek to include Timetabling and Scheduling representatives from the various Faculties and Departments across the campus. Members will be responsible for assisting in offering recommendations to the campus on needs as related to the University;
- b) From time to time, the Advisory Committee will also consist of representatives from Scheduling Services (i.e. Scheduling Coordinators), as well as the Associate Director, Scheduling & Student Records Management;



- c) Guest members will be permitted to attend as necessary.

### **Chairperson**

- a) The Advisory Committee will be chaired by Manager, Scheduling Services;
- b) The Chairperson will provide advanced notice of all meetings with the inclusion of dates for the meeting, as well as an agenda.

### **Reporting Relationship/Decision Making**

- a) The Advisory Committee will not be delegated decision making authority over policy development matters. However, the chair will facilitate the meetings in a manner such that the advice/direction is established by consensus or majority opinion;
- b) Participants will understand the role they take on as Committee members. If a Committee member is unable to attend, they will make every effort to provide advanced notice that they are unable to attend to the Secretariat;
- c) Members may recommend that an alternate individual attend on their behalf, particularly if extended absences are occurring;
- d) At least once a year, the Committee will review the Terms of Reference (ToR). This review will ensure the accuracy of the ToR and the ideas presented within.

### **Frequency of Meetings**

- a) The Advisory 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;
- b) The Advisory Committee will commit to share relevant information to each other on an ongoing basis throughout the year.

### **Secretariat Function**

- a) The Secretariat function of the Advisory Committee will be provided by the Scheduling Services department;
- b) The Secretariat will ensure that the agenda for each meeting, and supporting documents (if applicable), are circulated at least one week before the meeting;
- c) Following each meeting, a Record of Decision (RoD) will be prepared and circulated to all Committee members as soon as possible after the completion of each meeting.



Committee Members – 2022

| NAME                | TITLE   | FACULTY / DEPARTMENT   | ROLE                                      |
|---------------------|---|--|---|
| Wan, Sandra         | Manager, Scheduling Services  | Enrolment Services   | Co-Chair*                                 |
| Reithmeier, Anna    | Associate Director, Scheduling Services                             | Enrolment Services   | Co-Chair*                                 |
| Feichtinger, Leanne | Learning Space Analyst  | Facilities Planning  | Advisory Representative to the Committee* |
| Lee, Stephanie      | Subject Matter Expert   | Student Records and Advising                                       | Advisory Representative to the Committee* |
| Bush, Alex          | Manager, Student Services   | Civil Engineering Department                                       | Committee Member                          |
| Cheung, Connie      | Assistant to the Head   | Department of Geography  | Committee Member                          |
| Chow, Marlene       | Director of Academic Programs, Administration and Resources         | Faculty of Applied Science, Chemical and Biological Engineering    | Committee Member                          |
| Clemens, Devin      | Graduate Programs Manager   | Vancouver School of Economics                                      | Committee Member                          |
| Dean, Charlotte     | Undergraduate Coordinator   | Department of Mathematics  | Committee Member                          |
| Gibbons, Serena     | Program Assistant   | School of Journalism, Writing and Media                            | Committee Member                          |
| Gromer, Deborah     | Associate Academic Advisor  | School of Kinesiology  | Committee Member                          |
| Hillman, Connor     | Sr. Program Assistant   | Faculty of Dentistry   | Committee Member                          |
| Juba, Theresa       | Academic Coordinator  | UBC School of Architecture and Landscape Architecture              | Committee Member                          |
| Kang, Min Ji        | Student Programs Coordinator  | Department of French, Hispanics & Italian Studies, Faculty of Arts | Committee Member                          |
| Kessler, Nina       | Business and Enrolment Analyst                                      | Engineering Student Services                                       | Committee Member                          |
| Kinsep, Craig       | Academic Advisor, Undergraduate Office                              | Sauder School of Business  | Committee Member                          |
| Lewis, Kate         | Program Manager, Master of Data Science - Computational Linguistics | Department of Linguistics  | Committee Member                          |
| Lim, Sheryl         | Planning Coordinator  | Department of Asian Studies  | Committee Member                          |
| Longhi, Chiara      | Director of Student Services  | Faculty of Forestry  | Committee Member                          |
| Marandola, Tina     | Administrative Assistant, Undergraduate Programs                    | Vancouver School of Economics (undergrad BA)                       | Committee Member                          |
| Martin, Dolores     | Administrator   | School of Community and Regional Planning                          | Committee Member                          |
| McGowan, Candice    | Program Coordinator   | Cognitive Systems Program  | Committee Member                          |
| Morey, Julie        | Director of Graduate Programs                                       | Faculty of Forestry  | Committee Member                          |
| Morin, Susan        | Director, Student Academic Services                                 | Peter A. Allard School of Law                                      | Committee Member                          |
| Patrichi, Andra     | Sr. Program Assistant, Operations and Administration                | Saucer School of Business  | Committee Member                          |
| Ramstad, Jennie     | First-Year English Program Assistant                                | Department of English Language and Literatures                     | Committee Member                          |
| Rock, Sophie        | Undergraduate Advisor   | Department of Asian Studies  | Committee Member                          |
| Sheikh, Rayda       | Program Manager   | Faculty of Pharmaceutical Sciences                                 | Committee Member                          |
| Stewart, Jennifer   | Program Planning Manager  | Teacher Education Office (TEO)                                     | Committee Member                          |
| Tromba, Tammy       | Biology Program Secretary   | Botany, Zoology Department   | Committee Member                          |
| Yupangco, Dominique | Web & Systems Coordinator   | Department of English Language and Literatures                     | Committee Member                          |

\* Non-voting members