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THE UNIVERSITY OF BRITISH COLUMBIA

Timetable Representative (TRep) Advisory Committee

Terms of Reference
August 2015

Mandate

The primary objectives of the Advisory Committee are to:

a) 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;

b) Work towards achievement of functional scheduling practices for the UBC community;

c) 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;

d) Promote information exchange, and act as a resource, on the subject of scheduling to the rest of the scheduling community;

e) Assist in the development of communication strategies as they relate to recommendations established within Committee meetings;

f) Seek to evaluate, improve upon and support existing academic course scheduling guidelines and principles that will hold characteristics of innovative and progressive scheduling;

g) Serve as a venue for stakeholders to provide input on policy development; and

h) 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 the 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 – August 2015

NAME	TITLE	FACULTY / DEPARTMENT	ROLE
Acton, Don	Senior Instructor	Computer Science	Committee Member
Boudreau, Stephanie	Team Lead, Scheduling & Student Records Mgmt	Enrolment Services	Advisory Representative to the Committee & Secretariat*
Boylan, John	Manager, Scheduling Services	Enrolment Services	Chair
Bussiere, Guillaume	Instructor 1	Chemistry	Committee Member
Chicoine, Ana	Business & Enrolment Analyst	Applied Science	Committee Member
Chow, May	Scheduling Coordinator, Scheduling Services	Enrolment Services	Advisory Representative to the Committee*
Diamond, Yvonne	Administrator	Anthropology and Sociology Department	Committee Member
Feichtinger, Leanne	Facilities Planner	Infrastructure Development	Advisory Representative to the Committee*
Holmes, Deana	Undergraduate Advisor	Art History, Visual Art and Theory	Committee Member
Janicki, Jennifer	Associate Director, Undergraduate Program	Psychology Department	Committee Member
Morin, Susan	Director, Student Academic Services	Allard School of Law	Committee Member
Nahm, Cindy	Associate Director, Scheduling & Student Records Mgmt.	Enrolment Services	Alternate Chair
Patton, Ian	Academic Administrator	Theatre and Film	Committee Member
Reh Bosch, Susan	Academic Advisor, Undergraduate Office	Sauder School of Business	Committee Member
Smith, Jocelyn	Administrator	History Department	Committee Member
Stewart, Jennifer	Program Planning Manager	Teacher Education Office (TEO)	Committee Member
Wang, Maggie	Scheduling Coordinator, Scheduling Services	Enrolment Services	Alternate Advisory Representative to Committee*

Non-voting members