

Timetable Representative (TRep) Engagement Community
Terms of Reference
January 2023

Mandate

The primary objectives of the Engagement Community are to:

- a) Promote information exchange and act as a resource, on the subject of scheduling to the rest of the scheduling community;
- b) Seek to support and continually improve innovative and progressive scheduling practices that take into consideration student learning needs, academic program evolution, the implementation of Workday Student, as well as the needs of the campus as a whole;
- c) Be guided by the principle of equity for all participants in the process. Practices, processes and ideas formulated within the Community should complement an equitable arrangement with the University community as a whole;
- d) Assist in the development of communication strategies as they relate to recommendations established within community meetings; and
- e) Serve as a venue for stakeholders to provide input on policy and procedure development

Composition

- a) The Engagement Community will seek to include all Timetabling Representatives from the various Faculties and Departments and Scheduling Services, Enrolment Services;
- b) Guest speakers will be permitted to attend as necessary.

Chairperson

- a) The Advisory Committee will be chaired by the Associate Director, 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 Engagement Community will not be a delegated decision-making authority over policy and procedure 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) Timetabling Representatives may recommend that an alternate individual attend on their behalf, particularly if extended absences are occurring;
- c) At least once a year, Scheduling Services will review the Terms of Reference (ToR) and share the updated version with the Engagement Community. This review will ensure the accuracy of the ToR and the ideas presented within.

Frequency of Meetings

- a) The Engagement Community will meet three times per year (~March, June, October).
- b) The Engagement Community 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 community engagement session, the meeting minutes will be prepared and circulated to Timetabling Representatives following each meeting