

DRAFT - Charter - DRAFT

Academic Space and Schedule Oversight Ad Hoc Committee

I. Name of Committee: Academic Space and Schedule Oversight Ad Hoc Committee

II. Purpose:

The committee is created for the purpose of evaluating and making recommendations pertaining to classroom scheduling policy, classroom utilization, and classroom scheduling procedures. The specific purposes of the committee may include the following responsibilities:

- Evaluate the university's class and event scheduling policies and recommend changes to the policies, as the committee deems appropriate.
- Serve as reviewers and final decision makers on exception requests from departments relating to class scheduling policies.
- Ensure consistent and equitable application of scheduling policies across all colleges and departments.
- In conjunction with the Office of the University Registrar, help to set up and monitor Courseleaf's WEN class scheduling software including scheduling rules and approval workflows.
- Evaluate and make recommendations regarding the university's course inventory approval process and timeline as it relates to course scheduling and publication.
- Review classroom utilization statistics and make recommendations to scheduling policy and/or procedure in order to align with the University's mission, vision and strategic goals.
- Review classroom "ownership" to insure classrooms are being used in the most efficient manner.
- Communicate changes in policy and procedure to all colleges and departments.

III. Relationship to the Office of Academic Affairs

The committee will offer recommendations for policy change to the Provost for final approval.

IV. Membership

Composition: The committee shall consist of 8 members. Members will be selected and appointed by the Provost. Committee members will constitute a cross-section of the university community with special emphasis on those involved in academic

room scheduling. Membership shall include representation of various levels of employment (Deans, Asst./Assoc. Deans, Department Chairs, Departmental Schedulers, etc.).

Term: Appointments to the committee will be for three years with one-third of the membership appointed each year. Members may be reappointed for one additional term. Initially, one-half of the membership will serve a three-year term.

Structure: The committee will have a chair appointed by the provost for a one-year term (renewable).

V. Procedural Rules

Meetings: The committee will meet once monthly in person and as needed through electronic communication. Notices of upcoming meetings will be sent out at least ten days prior to the meeting. Recommendations of the committee require support from a majority of the entire committee.

Recommendations and Reports: Committee recommendations and reports will be submitted in writing to the Provost. Documents will include both suggested action and justification for suggestions. The Provost will respond/react to such recommendations/reports in writing.

Public Announcements: While members are expected and encouraged to discuss room scheduling within the university community, members shall not report opinions expressed in meetings, nor shall they report independently on committee action.