
TERMS OF REFERENCE

ToRID & Cte Name: **TOR24: TIMETABLING, SCHEDULING AND FACILITIES COMMITTEE**

Issued by: Director, Centre for Academic Excellence

Effective: 2017-04-26

1. PURPOSE

The purpose of this Committee is to assist the Senior Vice-President, Academic (SVPA) in clarifying decision making as it relates to the development of Timetables in support of the College's Vision and Mission, efficient scheduling of academic space and optimization of academic facilities usage. The Committee also provides advice to the SVPA regarding standards and rules necessary to implement policy A104: Timetables.

2. DEFINITIONS

None.

3. MEMBERSHIP AND TERMS OF OFFICE

3.1. Membership of the Committee is intended to provide a balanced representation of relevant, knowledgeable stakeholders, and normally includes:

3.1.1. The Director, Centre for Academic Excellence, who acts as Co-Chair

3.1.2. The Academic Support Coordinator, Centre for Academic Excellence, who act as Co-Chair

3.1.3. Members selected by the Director, Centre for Academic Excellence following a call for applications process, normally for a three year term:

3.1.3.1. Two Academic Coordinators (from different Schools)

3.1.3.2. Two Academic Planners (from different Schools) and

3.1.3.3. Two Academic Managers (from different Schools).

3.1.4. Members appointed annually by the President of the Fanshawe Student Union:

3.1.4.1. Two FSU representatives.

3.1.5. Members appointed by their managers at the request of the Director, Centre for Academic Excellence, normally for a three year term:

3.1.5.1. One representative from Student Services,

3.1.5.2. One Business Analyst,

3.1.5.3. One Scheduling Analyst,

3.1.5.4. One manager from Campus Planning & Capital Development,

3.1.5.5. One manager from Information Technology, and,

3.1.5.6. One manager from the Office of the Registrar.

COLLEGE COMMITTEES

- 3.2.** All members vote, except for the Co-Chairs who do not vote. The Committee Secretary shall be appointed by the Co-Chairs. Resource persons, who do not vote, may be invited to meetings at the discretion of the Co-Chairs.

4. MEETINGS AND CONDUCT OF BUSINESS

The Committee normally meets once per month during the September to June period according to a schedule developed by the Co-Chairs who may call additional meetings or cancel scheduled meetings as required.

Quorum for holding a Committee meeting and conducting Committee business is fifty percent of current named membership.

Any member may submit an agenda item by forwarding it as a written briefing note to the Secretary. The Secretary circulates agendas to members in a timely fashion in advance of each meeting. The Secretary maintains minutes of each meeting and posts the minutes on the Committee portal.

5. REFERENCES

College policies:

- 1-F-06: Access to Main Campus Buildings
- 1-F-10: Cancellation of Classes or Closure of College Locations
- 2-B-01: Full Time Post-Secondary Academic Calendar
- 2-B-04: Incidental Cancellation of Classes
- 2-B-12: Assigned Off-Campus Academic Activity
- 2-B-23: Academic Off-Campus Experiential Learning
- A104: Timetables
- P103: Safe College Campus

6. ADDENDA

None.

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