

Timetable Operations Committee Terms of Reference

Purpose

As Douglas College has developed in size, complexity and number of program offerings, management of space utilization and timetabling issues have become increasingly complex and time intensive. The Timetable Operations Committee has been established to provide a forum for review of the Timetable Policy (as required), and development of practices and procedures to be implemented under the overarching direction of the policy.

Terms of Reference

The Timetable Operations Committee is a sub-committee of VPAC. All procedural/practice recommendations developed by the Committee will be referred to the VPAC for review and approval. Any changes recommended to the Timetable Policy will need to be reviewed and approved by SMT and forwarded to EDCO for information.

The Timetable Operations Committee will develop procedures, consistent with the Timetable Policy, that will define the guiding purposes, operations and principles underlying Douglas College course scheduling and room allocation. The Timetable Operations Committee will receive and review information from the Registration Scheduling Office and Room Bookings on a quarterly basis throughout the academic year and, as required, at the call of the Chair. This information will include regular reporting of the outcomes of the timetabling/scheduling process and identification of any problems/difficulties arising within a timetabling/scheduling cycle.

The Timetable Operations Committee will be responsible for:

- a) formulating recommendations on procedure/practices to address identified issues
- b) formulating recommended changes to the Timetable Policy
- c) formulating "What If" scenario requests to be conducted using the Infosilem software
- d) review of the matrix and formulation of recommended changes

Membership and Procedures

- 1 Vice President (Education Division)
- 4 Deans/Associate Deans (with a mix of open/closed program representation)
- 2 Faculty Representatives (one from open enrolment and one from closed enrolment areas)
- 1 Associate Registrar (advisory to the Committee)
- 1 Scheduling Officer (advisory to the Committee)
- 1 Room Booking Manager (advisory to the Committee)

Procedures

The Committee will meet quarterly and on an as-required basis. The faculty representatives will be appointed from the Faculties/Department that does not have a Dean representative on the Committee. The committee Chair is to be elected by the voting members of the committee.

The Chair will appoint a committee member to serve as a recorder to record all decisions and recommendations made by the committee. Decisions will be made by consensus, if possible, and by majority, if necessary. Advisory committee members serve as resource personnel to the committee and do not hold voting status on the committee.