

Provost's Advisory Committee on Academic Scheduling

Background

In its 2016 report to the Provost and Executive Vice President for Administration and Finance, the Classroom and Academic Scheduling Task Force recommended the establishment of a permanent committee related to instructional and academic scheduling. Initially proposed to be a joint subcommittee of the Institute Graduate Curriculum Committee (IGCC) and the Institute Undergraduate Curriculum Committee (IUCC), the committee now will be one appointed by the Provost. Its function will be to consult with and advise the Registrar on matters related to class and instructional scheduling; provide an oversight and coordination role in academic scheduling, including handling request for exceptions; develop policies, procedures, and recommendations for both short- and long-term planning; and, as appropriate, elevate matters to relevant standing faculty committees, such as the IUCC, IGCC, and Student Regulations Committee (SRC). The committee's work will be guided by the *Guiding Principles for Classroom and Academic Scheduling* document produced by the Task Force.

Committee Membership, Organization, and Charge

- (1) The membership of the Class Scheduling Committee shall consist of
 - Six faculty members (one from each of the six colleges), with votes; (these are ideally faculty who are connected with academic and class scheduling issues); the deans of each college will nominate 2-3 possible faculty members, and from those individuals, the Provost will appoint one per college.
 - One representative from Georgia Tech Professional Education (GTPE), with vote; this representative will be nominated by the Dean of GTPE.
 - Six staff members (one from each of the six colleges), who are involved and knowledgeable with class scheduling, with votes; the deans of each college will nominate 2-3 possible faculty members and from those individuals, the Provost will appoint one per college.
 - Four *ex officio* members from the Provost's Office: Associate Vice Provost for Undergraduate Education, Vice Provost for Enrollment Services, Associate Vice Provost for Graduate Education and Faculty Development, and the Registrar, or their designated unit's representatives, without votes.
 - One *ex officio* member from the Office of Capital Planning and Space Management, without vote;
 - The Assistant Registrar for Academic Scheduling will serve as the committee's secretary in a non-voting role.
- (2) The Committee shall be appointed annually by the Provost.
- (3) For 2017-18, the Committee will be chaired by Joseph Hughes and Steven Girardot (Task Force chair and vice-chair). In future years, the Committee shall annually elect its own chair from among the six appointed faculty representatives. (The chair should be a member of the academic faculty).

- (4) The Committee may also choose to designate additional officers or leadership roles (*e.g.* vice-chair) as it deems appropriate. These may be selected from among any of the membership of the Committee and approved by a majority vote of the Committee membership.

- (5) The Committee shall be responsible for monitoring, reviewing, and guiding decision-making with respect to class and instructional scheduling and related resources as well as developing policies and practices on the most efficient and effective use of instructional and classroom resources that support the mission and vision of the overall Institute. This shall include, but not be limited to, the following:
 - Initiates the development of policies, practices, and procedures pertaining to classroom, academic, and related instructional scheduling for approval or endorsement (as appropriate) by the IGCC, IUCC, or SRC and moves them through the appropriate Institute approval processes
 - Handles requests to approve the scheduling of a course outside of the approved standard class scheduling protocol as posted on the Registrar’s website, taking into consideration the *Guiding Principles for Classroom and Academic Scheduling* as well as the best interests of the overall Institute while maintaining flexibility to accommodate special needs and circumstances; when the Registrar’s Office denies a request for an exception, the committee may be charged with reviewing and deciding appeals.
 - Resolves other questions, issues, or disputes about class scheduling in accordance with the *Guiding Principles for Classroom and Academic Scheduling* as well as other Institute, USG, or other policies and procedures that pertain to class scheduling;
 - Maintains and regularly updates the *Guiding Principles for Classroom and Academic Scheduling* as necessary to reflect experience with the new scheduling processes and changes in Institute needs and resources;
 - Defines, establishes, and regularly monitors courses that are to be labeled as “anchor courses” for the purposes of priority scheduling;
 - Consults with the Registrar’s Office on the implementation of the course scheduling grid;
 - Consults with Capital Planning and Space Management on the design, renovation, or construction of classrooms to ensure they are appropriately sized and contain appropriate technology and other resources that support the intended pedagogy;
 - Consults with other committees, task forces, or working groups as appropriate (for example, the “Classroom Improvement committee);
 - Other projects, issues or tasks as assigned.

- (6) For issues that affect a single college or academic unit and that require a vote, voting members from that college or unit shall recuse themselves from the final vote.

- (7) The chair of the committee, working with the Assistant Registrar for Academic Scheduling, shall prepare an annual report on the committee’s work and classroom scheduling data, to be submitted to the Provost and shared with the Faculty Executive Board, Faculty Senate, and other academic leadership.