

***Provost's Advisory Committee on Academic Scheduling
(PACAS) Revisions
Fall 2023***

Background and Recent History

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 was instead established as one appointed by the Provost.

The function of PACAS was 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 Rules and Regulations Committee (SRR). The committee's work was guided by the *Guiding Principles for Classroom and Academic Scheduling* document produced by the Task Force.

[Provost's Advisory Committee | Registrar's Office | Georgia Tech \(gatech.edu\)](#)

The Committee suspended operations during the COVID 19 pandemic that impacted campus severely beginning in the Spring 2020 term. The priority in Summer and Fall 2020 terms was to manage courses that were moved to online format with the campus being closed, then reopening slowly, during the 2020-2021 academic year. Significant effort was required to normalize campus operations. There were no annual reports for the Committee starting in Spring 2020 due to the impacts of the pandemic.

There have been many staffing changes on campus in recent years and other factors resulting in delays as we attempted to normalize campus operations. Enrollment growth both in residential students and online programs has made use of classrooms and planning for future needs even more critical.

Path Forward, Academic Year 2023-2024 and Beyond

Conversations with key campus stakeholders during the Fall 2022 and Spring 2023 terms resulted in a decision to simplify the operations of this advisory committee while still maintaining its reporting function to the Provost's Office. The determination was to

make the Committee more nimble, able to adjust year-to-year as needed to support academic scheduling on campus without going through an arduous process to solicit new members. The charge of the Committee remains the same.

Effective with the start of the Fall 2023 term, membership will be composed of the following campus representatives. As staffing changes occur, or representatives need to cycle off, the Offices of the Vice Provost for Undergraduate Education, Vice Provost for Graduate and Postdoctoral Education, and the Registrar’s Office will confer and reach out to the appropriate office on campus to request a replacement. This will be done as needed to ensure that the Committee conducts its business with appropriate input from campus stakeholders.

The Vice Provosts and Registrar will send invitations to the membership roster prior to the Fall 2023 term. Once the membership roster is set, a start-up meeting will be scheduled for September 2023. At that time, the Chair and Vice Chair will be selected for the academic year. The Registrar’s Office will conduct a poll to set 2-3 meeting times for Fall and then do this again for Spring once the teaching schedules are set. Each year at the start of the Fall term the Committee will schedule a start-up meeting and organize its business for the academic year.

The role of the Secretary will be to work with Committee leadership to manage the operations of the Committee throughout the year.

Membership:

Name	Affiliation	Role
Carrie Shepler	Chem/Biochem, COS	Former Co-Chair
Kemota Grey	College of Computing	Scheduler Rep
	College of Computing	Faculty Rep, COC
Robin Tucker	College of Design-ARCH	Scheduler Rep
Kevin Shandwiler	College of Design	Faculty Rep, COD
Victor Breedveld	Chem/Biomolecular Engr./COE	Faculty Rep, COE
Monifa Skelton-Wells	Mehcanical Engr./COE	Scheduler Rep
Gregory Mayer	Mathematics/COS	Faculty Rep, COS
Benita Black	BIOS/COS	Scheduler Rep
Mira Gonzalez	ModLangs/IAC	Faculty Rep, IAC
Vince Pedicino	INTA/IAC	Scheduler Rep
Florin Niculescu	Scheller COB	Faculty Rep, COB
Valerie Mastrangelo	Scheller COB	Scheduler Rep
Jennifer Wooley	GTPE	DL Support and Rooms Rep
James Black	Graduate/Postdoctoral Education	Administrative Rep
Lacy Hodges	Undergraduate Education	Non-voting
Paul Kohn	Enrollment Management	Non-voting

Kasey Helton	Campus Services	Non-voting
Jarrett Muncy	Capital Planning and Space Mgt.	Non-voting
Lindsey Laney	Registrar's Office	Non-voting, Secretary
Jeremy Gray	Registrar's Office	Non-voting
Juan Archila	EVPR & Provost's Office	Non-voting
Steve Goeke	OIT-EADI	Non-voting