

TEAM CHARGE

Approved by Presidents Council and Faculty Union December 12, 2006

Team Name: Scheduling Committee

Scope: The committee will serve in an advisory capacity.

Goals/Objectives:

1. Develop scheduling guidelines and parameters.
2. Oversee the scheduling appeals process.
3. Foster college-wide communication regarding scheduling issues.
4. Promote continuous improvement in the scheduling process.

Membership:

Full Committee:

- Faculty Union President
- Counselor Department Chair
- 1 Student Government Representative
- 3 Department Chairs/Directors (Occupational & General Education)
- 2 Educational Administrators/Managers
- 2 College Vice Presidents
- 1 Course Scheduling Manager

Appeals Committee (chosen from the full committee; rotate based on availability):

- 2 Leadership
- 2 Faculty

Method of Selection:

- Faculty Union President selects faculty representatives
- VP–Education selects educational administrator/manager representatives

Length of Term:

- Minimum 2 years.
- January – December terms

Term Rotation:

- Year 1 → 2 Department Chairs/Directors; 1 Educational Administrator/Manager
- Year 2 → 1 Department Chair; 1 Educational Administrator/Manager, 1 Counselor.

Ground Rules:

- Full committee – Consensus
- Appeals committee – 3 out of 4
- Members may recuse themselves from any appeal.