



**GFC Standing Committee Report**

**Committee:** Academic Timetable Committee (ATC)

**For the Period of July 1, 2023 - June 30, 2024**

**Members:** Kathleen Massey (Chair), Natasha Buis Deering, Kendra Fuglerud, Janay Nugent, Kim Brigitzer, Lisa Starr, James Dobbie, Marc Roussel, Michaela Schultchen, Harold Jansen, Susan Findlay, Carla Carnaghan, Richelle Marynowski (Jeffrey MacCormack), Lee Burckes, Erin Kardolus, Miranda Leibel, Romany Craig, Annie Ebenmelu (Maleeka Thomas), Jaxon Reiter (Ademilayo Michael Enigbokan)

**Resource Members:** Shawn Coburn, Kerry Godfrey

**Overview:**

The Academic Timetable Committee met on September 14, 2023 and March 7, 2024. It:

- reviewed the terms of reference for the Committee and determined no changes are required;
- discussed and will recommend for approval to GFC recommendations regarding Hybrid and Hyflex course delivery definitions;
- discussed the requests to address timelines for final grade submission and the length of the December break and potential options to address those requests. This item is being handled by the Curriculum Coordinating Committee for the purpose of making recommendations to GFC.
- Discussed section letter identifiers, OL (online) room options, using Fridays for scheduling, timetable constraints, registration restrictions, and timetable testing opportunities in the summer.

**Signature:**

Kathleen Massey  
Vice Provost (Students)  
Designated Chair, Academic Timetabling Committee