Terms of Reference:
Institutional Academic Timetable Working Group
Fall 2018 – Updated February 2019

1. Academic Timetable Working Group - Objectives

A continuation of the refinement of the Academic Timetable development process with the objective of implementing an annual institutional academic timetable, this recalled working-group will finalize the approach to the academic timetable and registration processes at the University of Lethbridge. The new timetabling software, InfoSilem Encampus Timetabler and Data Collection Unit/Utility (DCU), and how these tools will support processes will also be part of the discussions.

We will consider the academic timetable in light of a wide variety of factors including:
- Strategic Enrolment Management (SEM) – supporting enrolment targets
- programming / credential requirements including undergraduate and graduate perspectives;
- teaching and assessment needs,
- student needs,
- student retention,
- faculty perspective including hiring and faculty workload management,
- work-school-life balance,
- the Calgary campus' unique perspective,
- matching course delivery needs with classroom (characteristics)
- space utilization, and
- processes and timelines in the service of students and programs.

We will consider the academic timetable in light of a wide variety of stakeholder perspectives, with the following work group membership:
- Susie Kennedy, Registrar (Chair)

Faculty/School and Student Representatives (voting)

- Marie Matkin, Director – Undergraduate Programs Office, Dhillon School of Business
- Deric Olsen, Associate Dean, or James Dobbie, Assistant Dean, Fine Arts
- GFC Teaching Representative:
  - Janay Nugent – History, Arts & Science, and School of Liberal Education
  - Greg Ogilvie – Faculty of Education
  - Brad Parker – Music, Faculty of Fine Arts
  - Aaron Taylor – New Media, Faculty of Fine Arts
  - Ilsa Wong – Kinesiology, Faculty of Arts and Science
  - Rossitsa Yalamova – Dhillon School of Business
  - Shawn Bubel – Geography, Faculty of Arts and Science
  - Jason Laurendeau – Sociology, Faculty of Arts and Science

- Nancy Grigg, Associate Dean, Education
- Helen Kelley, Associate Dean, Graduate Studies
- Kristie Masuda, Program Specialist, Health Sciences
- Harold Jansen, Associate Dean, or Shawn Johnsrude, Director - Arts & Science
- Shelly Wismath, Dean, School of Liberal Education
- Romany Craig, Librarian, Library
- Iso Ogumbor, President, GSA
- Imogen Pohl, VP-Academic, ULSU
- Jon Davidson, Arts & Science Representative, ULSU

Expert resource members (non-voting):

- Lori Skriver, Dhillon School of Business
- Megan Kienzle, Faculty of Education
- Nicole Freiheit, Curriculum and Student Records, Registrar's Office
- Samantha Steel, Curriculum and Student Records, Registrar's Office
- Amanda Boschmann, Curriculum and Student Records, Registrar's Office
- Emily Demyen, Curriculum and Student Records, Registrar's Office
- Marlene Taylor, Student Registration and Information, Registrar's Office
- Trisha Henschel, Calgary Campus
- Sydney McNally, Calgary Campus
- Trish Jackson, Student Engagement, Enrolment Services
- Mandy Moser, Institutional Analysis
- Imaru Baquero, International Student Services
- Bev Garnett, School of Liberal Education

2. Participation in this process aims to:
- encourage the participation all team members;
- support committee members to be transparent, open and clear;
- provide the membership with opportunities for exchanges of learning that draw on the various experiences and perspectives of different team members.

3. Responsibilities:
- Team input will be focused on achieving the project's overall objective of finalizing process and timelines in the development of the institutional annual academic timetable and registration at the University using a new approach which is supported by new software.
- The Membership will share minutes of the meeting and recommendations/draft reports with those that they represent, ie. Dean, Executive Director, Manager. Communication to be shared more widely with the university community will be agreed upon through the implementation of the communication and project plan.
- The Registrar is responsible for publishing the institutional timetable and therefore responsible for this review and reporting out to the associated institutional committees.

4. Resources and Access to/Dissemination of Data

Resources:

1. The Academic Timetable Guidelines (2015; update for 2018)
2. Report of the Academic Timetable & Academic Space Utilization Working Group (October 2016)
3. Timetabling Discussion Paper (Spring 2018)
4. Academic Timetable Working Group: Institutional Timetabling Guidelines-Working Document (August 2018)
5. InfoSilem product fact-sheets
6. Academic Schedules 2017-2018, 2018-2019, 2019-2020, 2020-2021
7. Academic Calendar – Registration (Undergraduate and Graduate)