

Provost's Course Scheduling Committee

Committee Charge

August 2024

The Provost and Executive Vice Chancellor (PEVC) is responsible for determining how campus space is allocated, including classroom space. Thus, the campus course scheduling policy also falls under the purview of the PEVC. Course scheduling should be responsive to evolving campus needs and should be informed by broad input from stakeholders. Therefore, the PEVC relies on a Course Scheduling Committee (CSC) to foster communication and transparency, to provide a forum for concerns to be discussed and addressed, and to make recommendations to the PEVC on all aspects of course scheduling. This includes priority scheduling, final exam scheduling, special agreements with departments that have unique scheduling needs, exceptions and changes to the campus scheduling policy, and other related issues. The CSC also works closely with the Registrar to implement the campus scheduling policy on an ongoing basis. The CSC convenes as needed, upon request of the Chair, and is comprised of the following individuals or their designees:

- Associate Provost (Chair)
- Registrar
- Divisional Dean for Student Affairs, CNAS
- Associate Dean for Student Affairs, CHASS
- Associate Dean for Student Affairs, BCOE
- Associate Dean for the Undergraduate Program, Business
- Associate Dean for Undergraduate Education, GSOE
- Associate Dean, SPP
- Member of the Committee on Educational Policy or Graduate Council
- Member of the Committee on Courses
- Enrollment manager from at least one of the large colleges