SCAAF SUBCOMMITTEE ON ACADEMIC SCHEDULING (SSAS)

(last updated July 1, 2018)

Terms of Reference

- To consider and make recommendations to SCAAF on the Terms of Reference for this committee.
- To consider and make recommendations to SCAAF on academic policy and procedures related to academic scheduling.
- To consider and make recommendations to SCAAF on Key Performance Indicators of academic scheduling effectiveness.
- To monitor scheduling effectiveness through the use of the Key Performance indicators, and making recommendations to SCAAF on changes to policy and procedures to improve scheduling effectiveness.
- To liaise with appropriate committees and personnel to provide for ongoing feedback and dialogue.
- Other duties as may be expressly assigned by SCAAF.

Membership

Provost or delegate (ex-officio)
Dean, College of Arts, Social and Health Sciences
Dean, College of Science and Management
Dean, Regional Programs
Registrar
Faculty
a) CSAM Rep (appointed by Dean of CSAM)
b) CASHS Rep (appointed by Dean of CASHS)
c) Professional Program Rep (appointed by Provost)
d) Faculty Senator (appointed by Senate) (Chair)
Students
a) Undergraduate student
b) Graduate student
Assistant Registrar, Records and Operations (non-voting)
Director of Facilities or delegate (non-voting)

POSITION	INCUMBENT	EXPIRY DATE
Provost or delegate (ex-officio)	Dr. Dan Ryan	N/A
Interim Dean, College of Arts, Social and Health Sciences	Dr. Shannon Wagner	N/A
Interim Dean, College of Science and Management	Dr. Erik Jensen	N/A
Dean, Regional Programs	Dr. Mark Dale	N/A
Registrar	Mr. Bert Annear	N/A
CSAM Faculty Rep (appointed by Dean of CSAM)	Dr. Mark Shrimpton	03/31/2019
CASHS Faculty Rep (appointed by Dean of CASHS)	Dr. Dana Wessell Lightfoot	03/31/2020
Professional Program Faculty Rep (appointed by Provost)	Dr. Glen Schmidt	03/31/2020
Faculty Senator (appointed by Senate) (Chair)	Dr. Peter Jackson	03/31/2019
Undergraduate student	Vacant	03/31/2019
Graduate student	Mr. Trevor Ritchie	03/31/2019

Associate Registrar, Records and Operations (non-voting)	Vacant	N/A
Director of Facilities or delegate (non-voting)	Ms. Shelley Rennick	N/A

Chair: Faculty Senator

Committee Secretary: Registrar

Recording Secretary: Executive Assistant, Vice Provost Student Recruitment and Registrar

Quorum: Majority of the total number of faculty and student committee members