

## **ACADEMIC SCHEDULING COMMITTEE (ASC)**

Under the sponsorship of the Provost and Vice-President, Academic, this committee is responsible for:

- 5.1 Overseeing both the academic scheduling and events scheduling policies from an institutional-wide perspective;
- 5.2 Providing a forum to identify and resolve issues and challenges around timetabling;
- 5.3 Working cooperatively with divisions/units to ensure the needs of the students and faculty and in some cases clients are kept in the forefront of the scheduling process;
- 5.4 Performing continual review and improvement of scheduling business processes;
- 5.5 Making recommendations to the Provost and Vice-President, Academic on issues that may arise;
- 5.6 Directing issues and making recommendations related to scheduling utilization, allocation, re-designation and renovation of space to the Expansion Committee through the Provost and Vice-President, Academic.
- 5.7 Facilitating effective communication to support the day-to-day activities and ongoing improvements to the scheduling process.