

CCC ACADEMIC SENATE SCHEDULING COMMITTEE

CHARGE/FUNCTION:

- Collegially work with management on the development of Fall, Spring and Summer classes.
- Make recommendations to management about the schedule of classes.
- Make recommendations for class cuts and for growth of classes.
- Ensure the values/priorities of the college are reflected in the schedule of classes.

DUTIES: Communication in conjunction with management to department chairs/area coordinators and deans concerning the schedule process, criteria and instructions for cutting, growing or changing class offerings.

MEMBERSHIP:

Expertise based, global perspective and cooperative orientation will be the basis for member selection. Members appointed by the Academic Senate President and approved by the Academic Senate Council

Committee Co-Chairs

VP Ken Sherwood

ASP Beth Goehring

Committee Members

Senior Dean Tish Young

2 Faculty from NSAS, LAVA, LA division (6 total)

1 Faculty rep from student services

1 CCC faculty serving on the UF executive board.

1 Academic Senate President

1 Academic Senate Vice-President

VOTING: All committee members may vote.

Process:

- 1) Department Chairs submit draft schedule to scheduler
- 2) Scheduling committee meets to review the 1st draft
- 3) When necessary, discussions between scheduling committee and departments occur concerning, adds, cuts, schedule adjustments
- 4) Schedule is returned to all departments for 2nd draft
- 5) Department Chairs submit 2nd draft schedule to scheduler
- 6) Scheduling committee meets to review the 2nd draft
- 7) When necessary, discussions between scheduling committee and departments occur
- 8) Schedule is returned to all departments for 3rd draft
- 9) Department Chairs submit final draft to scheduler
- 10) Scheduling committee meet to review the 3rd draft
- 11) When necessary, the scheduling committee votes to make final adjustments to the schedule
- 12) The schedule is submitted to the President & VP of the college for approval

REPORTING STATUS: Academic Senate Council / Instruction Office

APPOINTMENT DATES AND TERMS OF OFFICE:

3 year terms – may be reappointed