

## AC.2.22.1 Academic Scheduling

### Schedule A

#### Scheduling Appeals Committee

#### Terms of Reference

##### **A. Mandate and Authority**

1. The committee arbitrates decision items during the scheduling process for credit and non-credit programs and courses. It does not address issues relating to new/proposed programs.
2. The committee reports to SAIT's Scheduling Oversight Committee
3. Decision reviewed include but are not limited to:
  - Constraints
  - Acting as the decision maker (as per the decision matrix) on competing requests for the same space, dates, and times
  - Issues of priority space
  - Late change requests that require approval as per Schedule B
  - Multiple room bookings for an individual course (this is when an instructor for one course wants more than one room booked at the same time to instruct that one course)

##### **B. Accountabilities**

1. The committee will record and track appeals and the decisions/outcomes of each appeal.
2. The committee will submit a monthly report to SAIT's Scheduling Oversight Committee a minimum of one week before their meetings. This report will include statistics reflecting the number and type of appeals received and outcome of each appeal.

##### **C. Additional Projects:**

1. Reviewing space usage, definitions, and designations.

##### **D. Membership:**

1. The committee is comprised of 5 representatives (with each member required to have one back-up delegate) as follows:
  - Two members from the Academic Division, reflecting a mix of different schools and roles
  - One member from Continuing Education/Professional Studies
  - One member from the Office of the Registrar
  - One member from Facilities Management
2. The term of membership is for one academic year, with members encouraged to commit for two academic years.

### **E. Meetings**

1. The quorum for a meeting is 3 members.
2. The committee meets a minimum of bi-monthly and more frequently during peak periods. During peak times, decisions will need to be made imminently and will require a mechanism for electronic voting.

### **F. Review of Terms of Reference**

1. The committee will review its terms of reference annually
2. The committee will submit its TOR for approval to SAIT's Scheduling Oversight Committee.

### **G. Committee Procedures**

1. The committee will develop timelines and process for agenda items.
2. The committee will develop procedures relating to the following:
  - a) Adjudication of Constraints
    - i) An annual review of constraints should be conducted and then term by term as necessary.
    - ii) Primarily adjudicated at the time preliminary schedules are produced and then as necessary.
  - b) Late change request adjudication: late change requests need to be adjudicated within 48 hours. Refer to Schedule B.
  - c) Program/course conflict decisions: refer to Schedule C.