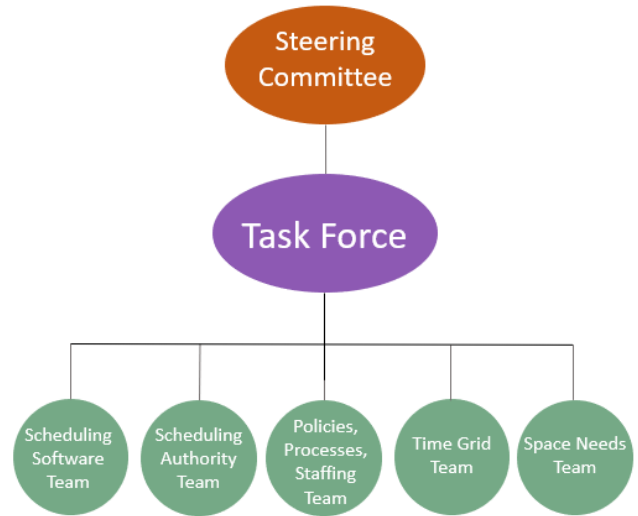


Instructional Space and Scheduling Improvements Initiative

Main Steps for Advancing Initiative:

1. Establish **Steering Committee** to champion process, review recommendations, and make decisions on future steps
2. Appoint Vice Provost for Academic Affairs as the project lead to coordinate and manage process
3. Hire a consultant to guide effort and serve as a technical resource
4. Establish a **Task Force** to review and synthesize information and make recommendations for each of five planning directions:
 - a. Scheduling Software System
 - b. Scheduling Authority
 - c. Scheduling Policies, Processes, and Staffing
 - d. Time Grid
 - e. Instructional Space Needs
5. Establish **Working Teams** for each planning direction to conduct research, analyze options, and present findings to the Task Force. Each team will be led by a member of the Task Force.
6. Hire one new Office of Registrar staff to offset additional workload required during this exploratory and implementation process
7. Engage campus by providing periodic updates with Chairs and Scheduling Coordinators
8. Promote transparency by establishing a website for sharing information



Committee Membership:

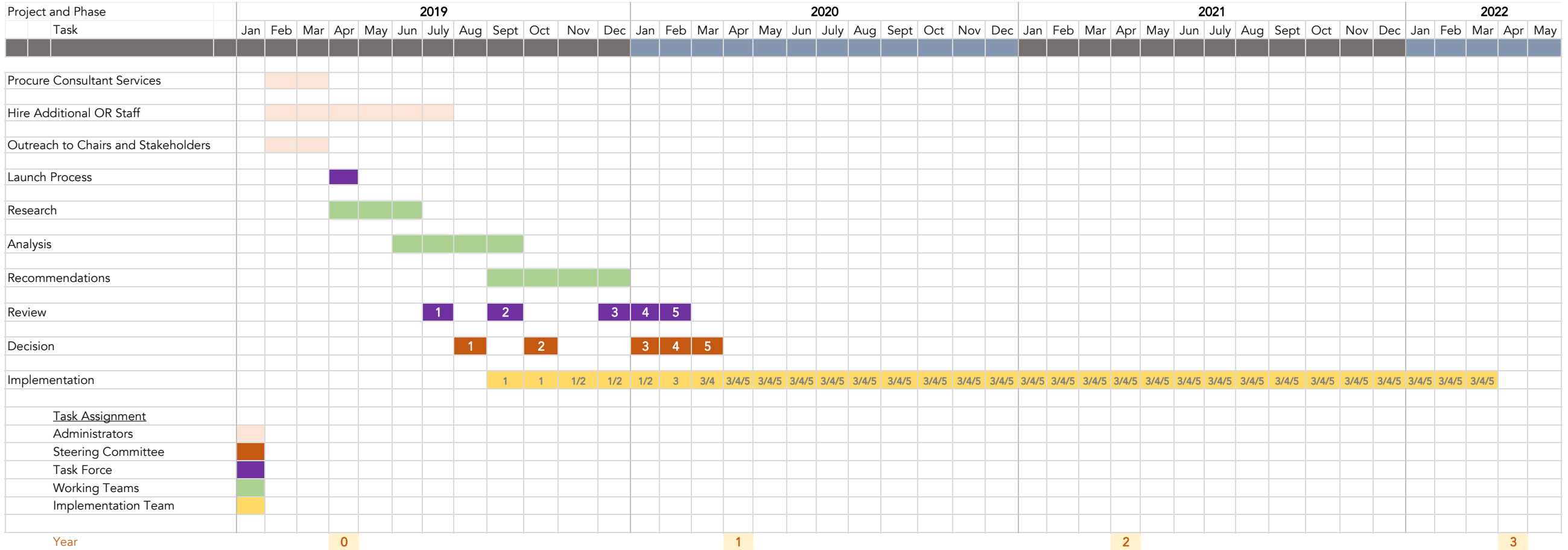
Task Force will include representatives from each college, the Provost's Office, Enrollment Management, DoIT, IRADs, and Facilities Management. Working Teams will be led by a Task Force member and include subject-matter experts with relevant skills and interest appropriate for the planning direction.

Preliminary Timeline:

Early exploratory phase with recommendations made during the first year. Steering Committee decisions to be implemented over a one- to two-year period.



Instructional Space & Scheduling Improvements Initiative: Work Plan



Instructional Space and Scheduling Review - Possible Committee Membership

Steering Committee	Philip Rous, Chair	Provost & Senior Vice President for Academic Affairs
	Lynne Schaefer	Vice President of Administration and Finance
	Jack Suess	Vice President of Information Technology
	Bill LaCourse	Dean, CNMS
	Scott Casper	Dean, CAHSS
	Keith Bowman	Dean, COEIT
	Janet Rutledge	Vice Provost and Dean, Graduate School
	Katherine Cole	Vice Provost and Dean, Undergraduate Academic Affairs
	Antonio Moreira, <i>ex officio</i>	Vice Provost for Academic Affairs
	Pam Hawley, <i>ex officio</i>	University Registrar
	Julianne Simpson, <i>ex officio</i>	Director of Planning
	Sarah Shin, <i>ex officio</i>	Associate Provost for Academic Affairs
Task Force	Antonio Moreira, Co-Chair	Vice Provost for Academic Affairs
	Sarah Shin, Co-Chair	Associate Provost for Academic Affairs
	Yvette Mozie-Ross	Vice Provost, Enrollment Management & Planning
	Pam Hawley	University Registrar
	Drema Wentz	Associate Registrar, Catalog, Scheduling & Faculty Services
	Arnold Foelster	Director, Enterprise Applications
	Kevin Joseph	Director, Business Intelligence, DoIT
	Michael Glasser	Director of Decision Support, IRADS
	Julianne Simpson	Director of Planning
	Dennis Cuddy	Manager, Administration and Facilities, Chemistry and Biochemistry
	Doug Lamdin	Professor, Economics
	Edyta Edwards	Specialist, Summer, Winter and Special Programs
	Elaine O'Heir	Department Coordinator, Psychology
	Jill Randles	Assistant Vice Provost and Assistant Dean, Undergraduate Education
	Mohamed Younis	Professor, CMSC/CMPE
Michel deJocas	ECS (consultant)	