1) **Scheduling Authority Team**

**Co-Chairs:** Sarah Shin, Michel de Jocas

**Charge:** Evaluate scheduling authority models (centralized, decentralized, or hybrid) and recommend the most effective model.

**Topics for Consideration:**
- Strengths and challenges of UMBC’s current scheduling authority model
- Pros and cons of other scheduling models

2) **Policies, Processes, and Staffing Team**

**Co-Chairs:** Pam Hawley, Steve Young

**Charge:** Evaluate UMBC’s current policies, processes, and staffing levels and recommend changes to produce a quality schedule.

**Topics for Consideration:**
- Timeline for semester schedule builds and term rolls
- Policy on percentage of classes offered at certain times
- Accommodating hybrid and non-traditional courses
- Prioritization of considerations in room assignment:
  - course demand
  - pedagogical requirements
  - overall placed/unplaced courses within department
  - availability of department-controlled space

3) **Scheduling Software Team**

**Co-Chairs:** Nate Czarnota, Arnold Foelster

**Charge:** Evaluate classroom scheduling systems and recommend how to better utilize current system or implement new scheduling software system.

**Topics for Consideration:**
- Features and functionality of 25 Live/R25
• Other scheduling software systems
• Options available in other software systems
• Data needed for room optimization
• Timeline and scope for recommended changes

4) Time Grid Team

Co-Chairs: Drema Wentz, Dennis Cuddy

Charge: Evaluate scheduling time grid options and recommend a time grid to increase course availability and improve classroom utilization.

Topics for Consideration:
• Friday class offerings
• Early morning class offerings
• Increasing options for 1 and 2 times per week class meeting patterns
• Free hour

5) Space Needs Team

Co-Chairs: Julianne Simpson, Mohamed Younis

Charge: Determine optimal distribution of room types and capacities to support pedagogy and satisfy scheduling demands.

Topics for Consideration:
• Key room features and qualities
• Learning delivery modes
• Innovation in pedagogy
• Room capacities to support ideal section sizes
• Current and future demand