

Course Scheduling Committee

Date: September 21, 2018

Location: Hinderaker 2120

Agenda:

1. Introductions
 - a. Staff support – Michelle
 - b. Meeting schedule

2. Report and summary of recommendations – review
 - a. CSC charge
 - b. Student reps?

3. Bylaws – to be developed (brief)
 - a. Main elements (e.g. workflow, petitions, decision-making)

4. Documentation (policies/procedures, decisions... website?)
 - a. Guidelines/expectations document

5. Initial tasks
 - a. Pre-scheduling agreements – existing and new (campus RFP)
 - b. Scaffolding for fall 2019 (priority 1)
 - c. Exceptions for fall 2019 (priority 2)
 - d. Final exam scheduling