**NAME OF COMMITTEE: Academic Calendar and Course Schedule Task Force**

CLASSIFICATION: Senate Ad-Hoc

REPORTS TO: Senate/Senate Executive Council

CHARGE: An academic calendar and course schedule task force (ACCS Task Force) will be established in Spring 2020 to review policies and procedures associated with the development, implementation and review of the academic schedule. The committee will collect data from various groups to identify challenges and opportunities within the current system that will inform the creation of a document to be voted on by the Senate in Spring 2022.

The charge of the committee will be as follows:

-  Examine best practices of academic scheduling and calendar planning that promotes efficiency and innovation (including the review of practices at other Ohio institutions);

-  Examine and evaluate the current academic calendar to identify all existing terms and their viability (including those initiated by outside companies);

- Offer well-researched proposals for calendar and course scheduling options that will provide for the innovative and efficient delivery of course work;

- Create a framework for annual (and ad hoc as needed) review of the academic calendar and schedule that involves all stakeholders, including faculty, staff, administrators and students.

- Propose recommendations for the calendar to the Office of Academic Affairs; propose recommendations for the scheduling guidelines to the Academic Senate.

This approach is needed to address changes in higher education and allow YSU to explore ways we can be more competitive, while maintaining our existing structure.

COMPOSITION:

1 faculty representative from each undergraduate college

2 chairs (from different colleges)

1-2 students

A representative from the Registrar’s Office

A representative from the Office of Academic Affairs (OAA)

A representative from College of Graduate Studies

A representative from the Office of Undergraduate Admissions (ex-officio)

A representative from Office of Events (ex-officio)

A representative from YSU-OEA executive committee (ex-officio)

MEMBERSHIP LIST: For a list of members, see the Senate Sharepoint master committee list.

CHAIR: Snow Balaz

PROPOSED CHANGES TO COMPOSTION:

NA

LIST OF MEMBERS/VACANCIES (asterisk identifies current Senate members):

Proposed list of people to appoint:

QUALIFICATIONS OF COMMITTEE MEMBERS: There are no qualifications, other than those specified by the composition.

TERM: 2020-2023

MEANS OF APPOINTMENT: Senate Chair, through Governance Committee

FIRST MEETING CALL BY DATE: August

STANDARD MEETING TIME:

CHAIR RESPONSIBLITIES: Meet a minimum of two times each semester. Report any significant business to the Senate. Ensure minutes are kept.

COMMENTS: NA

PROPOSED CHANGES TO ANY AREA OTHER THAN CHARGE AND COMPOSITION: NA