

**UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET**  
**University of Louisiana at Monroe**

<b>Committee/Council Name:</b>	Spring Scheduling Ad Hoc Committee
<b>Committee Type:</b>	<input type="checkbox"/> Standing <input checked="" type="checkbox"/> Ad Hoc
<b>Reports to:</b>	Vice President for Academic Affairs
<b>Recommended by:</b>	<input type="checkbox"/> Faculty Senate <input checked="" type="checkbox"/> VPAA
<b>Membership (Describe in general terms who should serve on the committee/council): Total = 8</b>	
<i>Faculty Senate Member(s):</i>	N/A
<i>Staff Senate Member(s):</i>	N/A
<i>Faculty/Staff Members:</i>	Academic Colleges Upper-Level Administrators – 5; Registrar’s Office – 1; Student Success Center – 1; eULM Director
<i>Student Members:</i>	N/A
<i>Ex Officio Members:</i>	N/A
<b>Officers (Describe in general terms who should serve as officers):</b>	
<i>Chair:</i>	Appointed by VPAA
<i>Co- or Vice-Chair:</i>	N/A
<i>Secretary</i>	Selected by committee members
<b>Charge (Describe the charge or purpose of the committee/council):</b>	
Develop processes to improve course scheduling efficiencies and availability.	
<b>Rotation Rules (List the rules that govern how committee/council membership changes with time):</b>	
Ad Hoc for 2013 Fall	
<b>Duties of Members (Describe the duties expected of each committee member)</b>	
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee’s mission. The chairperson will maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the final report of the committee; and documents, correspondence, data and other information related to the ad hoc committee. Also, the chairperson shall forward committee records to the Office of Academic Affairs when the committee has completed its charge for the period given.
<i>Co- or Vice-Chair:</i>	N/A
<i>Secretary</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.
<i>Faculty Senate Member(s):</i>	N/A
<i>Staff Senate Member(s):</i>	N/A
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.
<i>Student Members:</i>	N/A
<i>Ex Officio Members:</i>	N/A
<b>Last Updated:</b>	8/26/2013