

To: General Faculties Council

<b>Agenda Item</b>	Academic Timetable Committee
<b>Action Requested</b>	Review by General Faculties Council
<b>Purpose</b>	A summary of activity in the 2022-2023 academic year. Submitted September 18, 2023

## OVERVIEW

The [Academic Timetable Committee](#):

- Makes recommendations to General Faculties Council on institutional timetable and examination scheduling policies and procedures.
- Monitors and receives reports from departments and related working groups on timetabling and exam scheduling, and makes recommendations or provides reports to the Executive Committee and Council where necessary.
- Annually reviews powers and duties and reports their findings to the Executive Committee.

The Academic Timetable Committee met in 2022-2023 on September 14, 2023. It:

- reviewed the terms of reference for the committee and determined no changes are required;
- discussed and will recommend for approval to GFC recommendations regarding Hybrid and Hyflex course delivery definitions;
- discussed the requests to address timelines for final grade submission and the length of the December break and potential options to address those requests. This item is being handled by the Curriculum Coordinating Committee for the purpose of making recommendations to GFC.

Several meetings of this committee have been scheduled in 2023-2024.

Respectfully submitted,



Kathleen Massey  
Designated Chair, Academic Timetabling Committee  
Vice Provost (Students)