

## Foothill College Scheduling Task Force

Mission and purpose: The Scheduling Task Force is an advisory committee to the Vice President of Instruction, that meets monthly and as needed, to address specific issues and topics related to the schedule of classes, enrollment management issues, block scheduling, the final exam schedule, course modalities, and provide a channel for student input and feedback regarding scheduling, course availability, modality preferences and other ideas related to improving the student experience.

The committee will conduct the following tasks and functions within the college:

- Evaluate on-going enrollment trends, activities, and scheduling patterns
- Gather and review input from students regarding course availability, timing of courses and frequency of course offerings.
- Initiate research on scheduling and instruction at the department and division levels as well as within and outside the district
- Use high-quality qualitative and quantitative data to inform recommendations
- Review the College Scheduling patterns to ensure that the College is scheduling courses in an integrated manner that best meets student needs.
- Provide input and direction to a District Enrollment Management Committee as needed.

### Membership

Vice President and AVP of Instruction  
Division Deans  
College Scheduler  
Classified Senate President or designee  
ASFC President or designee  
Academic Senate President or designee  
FA Rep  
COOL Committee Rep  
Curriculum Committee faculty rep  
IR rep