List the major tasks your committee will need to take to accomplish your deliverables. Please provide more details for the tasks leading up to the SACSCOC Prospectus development.

### Major Tasks for Committee Tracker from Final Planning Document and Recommendations

**Task:** Develop Common Class Schedule/ Ensure a Unified Course Schedule is Prepared by Upcoming Semester

1. Recommends that until a unified clock schedule is proposed, keeping “Common Meeting Patterns and Start and End Times for Course Scheduling” as they are currently.

2. Recommends maintaining clock schedules for 1-6 credits.

3. Recommends that until a unified schedule is created, use of space on each campus will reflect the clock schedule for the campus as is its current practice.

Recommend that a production schedule and process coordination similar to that in place at GSU presently be followed to ensure that scheduling is done in a timely manner each semester:

Access to update actual course data within the student record system will be limited to assigned college schedulers with college schedulers meeting on a regular basis to ensure university-wide coordination. The schedule for each upcoming term will be created by using the previous like term data as a base.

**Withdrawn: Current Practice**

**Other/Final Comments (if any):**

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