Scheduling Rules & Guidelines

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Category: Scheduling	**Date Approved:** June 26, 2013
Responsible Office: Academic Operations	**Date Last Revised:** N/A
Responsible Executive: Blane Harvey	**Policy version date:** 1.0

Purpose

This policy is to provide a framework for scheduling of academic space. The policy establishes principles, priorities and responsibilities that lead to high-quality student timetables, efficient scheduling of academic space, and optimization of facilities usage.

Scheduling rules & guidelines have been established to protect the principle of equity for all users. It must be remembered that each programs' actions, decisions and scheduling requests, not only influence the outcome of the schedules for their program, but for all schools as well.

Scope/Limits

This policy applies to the timetabling of all space used for instructional purposes for post-secondary credit and apprenticeship programming. This policy does not apply to the use of College facilities for non-instructional or non-College related activities.

Policy Statements

1. Data is gathered annually for the production of the academic timetable. Currently the academic timetables are produced on a semester basis; progressing towards producing an annual academic timetable.

2. All Fleming College academic space is assigned to meet needs consistent with the College's mandate and priorities.

3. The Academic Timetable is developed and maintained with the goal of maximizing the student experience, facilitating program and faculty needs, and ensuring effective management of learning space.

4. Schedules will be available to students starting four (4) weeks prior to semester start-up.

5. Academic Operations under the direction of the Vice President Academic, is responsible for the compilation, release and publication of the Academic Timetable.

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Acronyms:

    ALT: Academic Leadership Team
    AO: Academic Operations
    CLT: Centre for Learning & Teaching
    ISG: Information Services Group
    SA: Student Association
    SAC: Student Administrative Council
    SIS: Student Information System
    TBA: To Be Determined
    VPA: Vice President Academic

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Part A: Definitions

Academic space: space (owned or leased by the College) used for instructional purposes, including general classrooms, subject specific laboratories and other specialized rooms/spaces.

Academic timetable: is a schedule that includes specific course section details, including but not restricted to, the time (i.e. day of the week and time of day), space, location, instructor assignment(s), student access (i.e. restricted or non-restricted access for specific programs) and information notations.

Academic Timetabling: process by which timetables are created for the academic programs, instructors and space assigned to credit course sections.

Student Timetables: process where the Office of the Registrar uses the academic timetable to produce an individual student timetable.

Part B: Allocation of Responsibilities and Authorities

The responsibilities and authorities concerning academic timetabling are outlined below:

Vice President Academic (VPA)
- responsible for timely and accurate Academic Timetables and student schedules

Academic Leadership Team (ALT)
- reviews designated institutional academic space annually

Dean
- approves specific instructor constraints as defined in these procedures
- is responsible for the approval of the final draft of his/her School's Academic Timetable
- advises the VPA and Registrar as soon as possible if any programs are being suspended or terminated

Chair
- submits complete timetabling data according to the Annual Planning Cycle
- identifies errors and omissions, and reports them to Academic Operations during the draft timetable review phase
- the channel for the communication of timetabling change requests

Facilities Management
- provides timely and accurate updates to the inventory of academic spaces prior to the commencement each term of the scheduling process
- ensures that all classrooms and other general-use academic spaces are adequately furnished and maintained (excluding technology) within budget constraints

Centre for Learning & Teaching (CLT)
- provides support for learning management system, course and program design

Leader, Academic Operations (AO)
- manages the scheduling process and oversees the collection of information from program areas
- supervises Academic Operations department in the preparation, maintenance and publication of all timetables
- informs Deans/VPA of situations that do not conform to policy; and
- manages room audits and utilization studies in collaboration with other applicable departments.

Timetable Policy Committee
- operates under the sponsorship of the VPA, with representation from each academic school, the Registrar's Office, Facilities, ISG, AO, CLT, SA, SAC
- meets annually to review the policy and related procedures to consider requests and feedback which have been received and to make recommendations for changes

Part C: Use of Academic Space

1. Academic Space Inventory Classifications

a) Academic space inventory classifications are documented and maintained by Academic Operations and are reviewed and approved by ALT/Space Management Committee prior to the start of the scheduling cycle for the upcoming academic year

b) Seating capacity of each room will be specified by Facilities. Occupancy in scheduled space is guided by legislative requirements of two codes:
   I. Ontario Building Code; and
   II. Ontario Fire Code.

Academic Operations is responsible for room scheduling for all classifications.

Type of space	Description
General space	a) Designated and open to all programs without scheduling restrictions
Priority space	a) Designated to an approved program(s) b) Space becomes available for general timetabling after course section(s) from the approved program(s) have been timetabled c) In the event the approved program(s) no longer requires priority access, the space will be reclassified through an annual review process
Allocated space & Specialized labs	a) Restricted to an approved program(s) for their exclusive use b) In the event annual review of space results in a decision to discontinue the allocation of specific space, the space will be reclassified c) In the event the approved program no longer requires exclusive access, the space will be reclassified.

2. Priorities for Booking Space

I. Fleming College credit course section deliveries, including apprenticeship, are the first priority in booking space. Once the academic timetable is approved, booking of other priorities will be processed.

II. Once the Academic Timetable is published, room booking requests cannot displace timetabled credit course section deliveries, without prior approval of ALT.

III. In the event that meeting room space is not available, classrooms can be used as meeting space when the meeting is taking place within two (2) weeks of the request.

IV. Space designated as a meeting room can be used for a course delivery that is five (5) business days or less.

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Part D: Academic Timetable: Assumptions, Guidelines and Constraints

1. Academic Timetable
Academic course sections will be timetabled within the parameters of the Academic Schedule as defined in the annual Academic Calendar.

2. Pre-scheduling Assumptions
The following assumptions will be followed to meet all critical timelines:

I.   Curriculum data (including course deliveries and room requirements) is accurate and finalized within designated timeframes

II.   Scheduling capacities have been set by the School using the Official Enrolment Plan

III. Courses will be open to all student groups unless restrictions note otherwise

IV.   Facilities has confirmed room adjustments for scheduled space

V.   Instructor assignments are complete; the absence of instructor assignments will not prevent scheduling from proceeding; TBA's are slotted-in to established schedule

VI.   Workloading of faculty in more than one program/school/location has been coordinated

VII. Annual Faculty Personal Restriction forms have been received and approved by the appropriate Dean by the posted deadline. Faculty with a personal restriction due to medical, college committee work and union activity will be approved by the Dean.

Note: Unless faculty restrictions have expressed designated times for committee, union work, or medical appointments, the scheduling software will select the required non-teaching day based on optimal student timetables.

3. Scheduling Guidelines
The following can be released to accommodate academic delivery, space or availability of faculty:

I.   Scheduling week is Monday to Thursday 8 a.m. to 8 p.m. and Friday 8 a.m. to 6 p.m.

II.   The maximum number of scheduled hours for students & faculty in a given day is seven (7). The span of scheduled hours in any one day is eight (8)

III.   The number of consecutive scheduled hours for students & faculty in a given day is four (4)

IV.   The minimum number of scheduled hours for students in a given day is two (2)

V.   One (1) class free common hour timeslot will be provided at Brealey, Cobourg & Frost
   • Full-time coordinators receive one day class-free to provide coordinator duties

VI.   If a faculty member teaches at more than one campus location on the same day, refer to Fleming College's Human Resources Faculty Travel Time Procedure document.

VII.   Faculty restrictions are kept to a minimum

Part E: Academic Timetable Change Procedure

The benefits of the timetabling software and its algorithm are achieved through a process where all relevant data are input. The efficiencies and benefits of the software are lost when manual changes are made to the optimized timetable.

The AO will make every attempt to create timetables that respect institutional timetabling parameters and other approved constraints before distributing draft timetables to the Schools for review and final adjustments.

1. **Change requests during the draft timetable phase**

    The draft timetable phase (binder verification week) is a critical phase where Chairs are given a period of time to verify the accuracy of the timetables. Change requests will be made during this period to the AO for the following:

    a) cancel a course section

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b) add a course section

c) change day, time, space, or instructor/academic block assignment, with the condition that the volume of changes does not essentially constitute a manual rebuild of related timetables (student, instructor, required space)

2. Change requests after the timetable is published

Essential changes for exceptional circumstances submitted by the Chair or Dean to the AO will be accepted as identified below:

a) Cancel a course section - DEADLINE: ten (10) business days before first day of classes
   o course section cancellations cannot be accompanied by any additional modifications to the existing institutional timetable

b) Add a course section - DEADLINE: before end of add/drop
   o when an additional course section is added after the timetable is published online, it must be placed in available space and cannot result in any additional modifications to the existing institutional timetable
   o the additional section might not comply with institutional delivery patterns
   o the addition of a course section might result in longer days for students, gaps in the student timetable, and later days for instructors

c) Other essential changes to day, time, space, or instructor assignment are as follows:
   o changing an instructor assignment from TBA to an existing instructor, without making any subsequent change to day or time
   o changing an existing instructor assignment to a different instructor assignment, without making any subsequent change to day or time
   o changing a space upon communication from Facilities that the space has become unusable. The solution to this problem may result in a subsequent change to day and time.
   o changing a space upon communication from ISG that applicable technology in the space has failed, or has not been installed as expected. The solution to this problem may result in a subsequent change to day and time.

Where essential changes have been reviewed, processed and confirmed, academic schools are responsible for advising all associated students and instructor(s).

Instructors must use the space assigned to their activity until a requested change forwarded by the Academic Chair to the Academic Operations office has been reviewed, processed and confirmed.

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Part F: Annual Coaching Session

The AO will provide annual coaching sessions to Chairs and other support staff members involved in developing and maintaining the Academic Timetable. Topics in the coaching will include:

- policy statements;
- procedural guidelines;
- naming conventions;
- data elements;
- assignment of applicable numeric values;
- review of the Timetabling Timeline; and
- completion and submission of loading sheets.

Approval

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Blane Harvey, Vice President Academic   Date

DEANS
Jim Drennan   School of Justice and Business Studies
Carol Kelsey   School of Community Development & Health
Maxine Mann   School of General Arts & Sciences
Ann Drennan   School of Trades and Technology
Linda Skilton   School of Environmental & Natural Resource Sciences

Sandra Dupret   Principal Haliburton Campus

This document will be reviewed annually by the Academic Scheduling Committee. The expected review will be completed by June 2014

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Appendix A:
Rules of Engagement for Workloading Efficiencies

This document shall set out clear engagement rules to ensure the College's Workloading process is efficient while mitigating the amount of change that occurs.

This document will become an appendix to the Scheduling Rules and Guidelines policy.

1. A Standard Workload Form (SWF) shall be finalized, signed and into the Human Resources Department (HR) six (6) weeks prior to semester start-up. Concurrently, the SWF will be posted in the shared folder (S:\shared data\Academic Operation\Workload and Timetabling\Workload Change Requests). In a situation of an extenuating circumstance and/or a late hire, the SWF shall be finalized, signed, and into the Human Resources Department (HR) four (4) weeks prior to semester start-up. Concurrently, the SWF will be posted in the shared folder (S:\shared data\Academic Operation\Workload and Timetabling\Workload Change Requests).

2. As per Article 11, subsection 02A 4 of the Academic Employee Collective Agreement effective September 1, 2012 to August 31, 2014: A teacher has three working days from date of receipt of their SWF to indicate in writing to their supervisor that he/she is not in agreement with their workload.   Absent of such indication, the teacher will be considered to be in agreement with the total workload.

3. Deans and/or Chairs will communicate the proposed workload with faculty before completing the SWF as per Article 11.02A1(a). This discussion process shall be completed prior to the established AO Planning Cycle deadline.

4. Approved Restriction Forms will be reviewed on an annual academic year basis. Any change to existing restrictions or new restrictions (eg. new hires) will be approved by the Chair, and submitted to Academic Operations by the established AO Planning Cycle deadline.

   a. **Unless faculty restrictions have designated day/times for committee work, reduced workloads, or medical appointments, the scheduling software will select the restriction based on optimal student timetables.**

5. The Academic Leaders Team (ALT) will be notified of applicable milestone deadline dates contained in the Academic Schedule.

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Appendix B:
Overview Of Process

The following process maximizes getting students registered in classes by the semester start date and minimizes the negative impact to students once the mass load of student timetables has been completed by Registrar's Office (RO):

1) Scheduling information in EnCampus is uploaded to Evolve. Hand-off of scheduling information to Registrar's Office (RO) for assignment of matriculated students to their individual schedules as posted on the portal (termed the "mass load" process).

2) Self-service for students opens on portal for Add/Drop/Swap and Course Selection processes; thereby allowing students to make changes to their individual timetables and impacting course section sizes.

3) Since the majority of students were captured in the mass load process, some course sections or overall program could be at capacity. In the one-off creation of student timetables, RO staff review course blocks to determine the block with the most seats available prior to loading student. RO staff load mandatory program courses using course blocks and students are responsible for choosing their elective courses using add/drop/swap.

After mass load, individual student schedules (includes new registrants, late fee payers, program swap, academic progression, special needs and part-time students) must be manually created and loaded.

SEMESTER START-UP GUIDELINES:

1) Course capacities can only be overridden with Chair/Dean approval. Exceptions include;
   a. courses scheduled into specialty labs
   b. SENRS First Semester courses (including service courses)
   c. Fire-code regulations

2) This process involves the Registrar's Office contacting Timetabling.

3) Permanent level/program course restrictions are directed to the Timetablers. Timetablers will work with Chairs/Deans for authorization.

4) First semester program/course restrictions will remain in effect for the first week of classes.

5) Student Course conflicts should be directed to the faculty members for approval.

6) Over-ride of co/pre-requisites should be directed to the school for authorization.

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