

Policy Title	Academic Scheduling Policy
Policy Holder	Registrar's Department
Policy Approver(s)	Senior Team
Related Policies	Ch3-s1-01 Use of Space and General Scheduling Practice
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2023-07-10
Next Review Date	2026-07-10

Purpose

The following academic scheduling policy shall govern all instructional space at Confederation College. The policy has been established to ensure both an efficient and equitable use of space and to provide optimal timetabling for College academic programming as well as for students.

Scope

This policy applies to the creation of Timetables for the College. The principles remain consistent across the College. The academic needs of students are to be given first priority in scheduling design. Late changes to final timetables must be minimized and limited for this reason. The academic employees' collective agreement must be adhered to within the scheduling process.

Definitions

Academic Blocks	Courses grouped together by term and program to be scheduled conflict-free.
Academic Space	Any space where College approved instructional activity may be scheduled.
Academic Term	The academic year is divided into three standard academic terms: Fall - September to December Winter – January to April Spring – May to August
Apprenticeship Schedules	Apprenticeship activity is pre-scheduled according to Ministry direction for classroom instruction. Apprenticeship scheduled will be constructed in conjunction with postsecondary space requirements.

College Space Committee	The Space Committee provides advice about college space to the President. The Committee has overall responsibility for monitoring, reviewing, assessing, and reporting on space: inventory and use requests. The Committee advises on the allocation of space (owned and/or leased by the College) not under the authority of Academic units. The Committee provides advice on planning associated with capital projects and renovation to existing space (including reallocation). The Committee will work under the guidance of the College's Strategic Plan.
Course	A course may be in the form of lectures, laboratories, seminars, and practicum (Clinical, Placement, Co-operative Education, Field school).
CRN	Course Reference Number is assigned in the Banner Student System when a course offering is created. The CRN is used as a unique identifier for each course.
Infosilem Timetabler DCU	Timetabler DCU is an academic Web companion to Timetabler that creates a streamlined environment between the academic departments and the central scheduling office. Timetabler DCU allows for the direct entry of scheduling data by the academic departments. The key components of Timetabler DCU are the ability to roll the academic schedule to retain core scheduling data and the validation of data entry at the source to minimize duplication and errors.
Infosilem Timetabler SIS Transfer	Timetabler SIS Transfer is a Banner specific course-scheduling interface that supports the integration of course scheduling solutions into Banner. It provides secure access to Banner data through the scheduling application while validating against Banner tables and the course catalog. It matches the academic schedule to existing Course Registration Numbers (CRNs) or will create new CRNs for maximum efficiency.
Room Capacity	The maximum number of people a room (space) can hold, dependent on the dimension of the room, type of room and activity to be undertaken.
Scheduling	The process of assigning approved College academic activities into a specific time and space to create a Timetable.
Timetable	A list of courses, with days and times, in a particular time frame from a specific perspective (e.g. Student, Faculty, Academic Space).

Governing Laws and Regulations

Colleges Ontario Facilities Standards and Inventory (COFSI) project data collection administered by Colleges Ontario and required by Ministry Colleges and Universities.

Policy Statements

1. GENERAL CONSIDERATIONS

1.1 College Space Committee

The College Space Committee shall have the specific responsibility to develop space plans, standards, allocation procedures, as well as policies for governing all College space. The Space Committee will meet on a regular required basis, and ensure that all space efficiency is maximized and equity exists among College constituents.

1.2 All Space is College Space

Although some space may be allocated to departments, academic schools, and specific users, all space is owned by Confederation College. Therefore, the College has the right to review, reclaim, and reallocate space to meet changing needs or priorities. With this ownership, the College has a responsibility to keep this space in good order and to provide the appropriate amount and type of space to approved College activities.

1.3 Allocation of Space

The Registrar oversees the policy and implementation procedures for the effective scheduling of Instructional space for academic timetabling. The Senior Manager of Information Technology oversees the allocation of room space for other ad-hoc or non-academic events (i.e. meetings, special events) for both the College as well as the community.

Instructional space is allocated on a semester basis and should not be committed for a period greater than one academic year. The College Space Committee shall review all College space requirements and allocate such space to the College's Scheduling Office for the purposes of academic timetabling.

1.4 Effective Use of Space

All College space needs to be used efficiently in terms of allocation of space over time. Any space, including instructional space, which is found to be used inefficiently, may be reviewed by the College Space Committee to determine appropriate action.

1.5 Inventory of Space – Equitable Use

College spaces including classrooms, seminar rooms, labs, boardrooms, meeting rooms, etc. should be incorporated into the inventory of rooms to be scheduled and treated accordingly. This will enhance scheduling efficiency and provide the College with better control of its spaces.

2. RESPONSIBILITIES

The timely completion of the student schedule is dependent on the manner, timeliness and efficiency of those involved in the scheduling process. All participants in this process must adhere to the published scheduled timelines.

2.1 Facilities Services

Facilities Services will endeavour to ensure that all general use classrooms, labs, conference rooms and other general use space is adequately furnished, cleaned and maintained within budget constraints. Academic Schools that are responsible for specialized labs within their programs will ensure that these facilities are adequately equipped, furnished and the equipment is maintained. The Facilities Services office is also responsible for the monitoring of all environmental and physical conditions in instructional space, as well as the conducting of room audits.

2.2 Scheduling Office

The College's Scheduling office is responsible for coordinating the development, creation, publication, and on-going maintenance of the College's academic timetables. The Scheduling Office also provides consultation and other related support to the Academic Schools to better assist them with their duties.

No space may be traded, swapped, used, or rescheduled without the knowledge and approval of the Scheduling Office. Finally, the Scheduling Office will assist the College's administration with the planning of all space – including the provision of space/room utilization reports to the College's Space Committee.

2.3 Registrar's Office

The Registrar's Office will ensure that the overall catalogue of course and program master files are kept up to date with the information provided by the Academic Schools. While it is the responsibility of the Academic Schools to ensure that the program/course block data entered into the DCU is accurate and meets scheduling timelines, the Registrar's Office must also help to ensure that this data is accurate so that students may properly register into their programs and courses.

2.4 Academic Schools

Academic Schools are responsible for and are required to submit accurate, complete, and timely program/course data in the Infoslem Timetabler DCU system by the dates approved for timetable development. This includes creation of program blocks, courses, electives, number of student seats, course/faculty constraints, and other course scheduling requirements. Where applicable, section sizes need to match room capacities as closely as possible. During the timetable preparation phase, the Academic Schools are responsible for the comprehensive review of the timetables and will identify any errors and omissions and report them in writing to the Scheduling Office. Students with synchronous online delivery modes (REMOTE) will receive communication from the Academic School via their College email account. The Academic Schools are the appropriate channels for the communication of timetabling requests by faculty and students. Under no circumstances should the Scheduling Office deal directly with faculty and students and will designate one point of contact to the Scheduling Office.

2.5 Computer Services

Computer Services will support the scheduling software infrastructure and data workflow process required to produce the academic timetables.

Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

Revision History

Version	Change	Author	Date of Change
_v2023-03-28	Revise "Non-compliance" wording	Richard Gemmill/Lynn Dyll	2023-03-28