

Policy Title	Academic Scheduling Procedure
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	Appendix 1 Scheduling Timeline Appendix 2 Timetable Changes
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	
Next Review Date	2027-04-01

Purpose

The following academic scheduling procedure shall govern all instructional space at Confederation College. The procedure and corresponding policy have 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 procedure 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.
Asynchronous Learning	Asynchronous learning occurs when individuals participate independently in a learning activity at a time that works best for them.
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.
Hybrid	In a HYBRID learning environment, instruction is designed to occur in a predetermined blend of in-person, remote, and/or online formats that do not occur simultaneously.
‘Hy-flex’ or Multi-Modal	In a HY-FLEX or MULTI-MODAL learning environment, multiple modes of instruction (based on a pre-determined blend of in-person, remote, and/or online) are designed to occur simultaneously, freeing learners to move among formats – both synchronously and asynchronously – according to their needs.
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.
In-person	In an IN-PERSON learning environment, instruction occurs synchronously in a face-to-face setting.

Online	In an ONLINE learning environment, instruction occurs asynchronously in an intentionally designed online format.
Remote	In a REMOTE learning environment, instruction occurs synchronously in a virtual setting.
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.
Synchronous Learning	Synchronous learning occurs when individuals participate in a scheduled learning activity in real time.
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.

Procedure Statements

OFFICIAL TIMETABLES

Once complete, official timetables (program and faculty) will be provided to the Academic Schools. Once timetables are completed, every effort will be made to keep changes to a minimum.

Action	Responsibility
1. Scheduling Guidelines	
1.1 All instructional space must be scheduled through the Scheduling Office.	Academic Support Officer
1.2 Room capacity is determined by Facilities Services. Room capacities must not exceed legal restrictions, as posted within the space.	Director of Facilities Services
1.3 Academic activity will take priority over non-academic activity. Non-academic activity is scheduled based on the approval of the department/division responsible and the availability of space. In addition to the dedicated space reserved for this activity, every effort will be made to accommodate additional request, space permitting.	Scheduling Officer
1.4 All courses may be scheduled between 8:30am and 10:30pm Monday to Friday, but are not limited to these timeframes.	Scheduling Officer/Academic Support Officer
1.5 The scheduling of instructional activity in more than one academic space at the same time may not be permitted.	Scheduling Officer/Academic Support Officer
1.6 Rooms booked outside of regularly scheduled class time for the purpose of addition testing and/or support are to be scheduled no earlier than 6:30pm on Monday to Friday, or between 9:00am to 6:00pm on Saturday and Sunday.	Scheduling Officer/Academic Support Officer
1.7 Classes will be scheduled on the half hour with the exception of non-post secondary evening and weekend deliveries.	Scheduling Officer/Academic Support Officer
2. Guidelines used in the construction of the academic timetables for Students/Cohorts:	
2.1 The preferred maximum span of instructional hours in a day will be 8 hours.	Scheduling Officer

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| 2.2 | The preferred maximum number of instructional hours in a day will be 7 hours. | Scheduling Officer |
| 2.3 | The preferred maximum hours of consecutive classes without a break is no more than five (5) hours. | Scheduling Officer |
| 2.4 | The preferred minimum break between classes no more than three (3) hours. | Scheduling Officer |
| 2.5 | Travel time between buildings will be 1 hour. | Scheduling Officer |
| 2.6 | Timetables will allow for the preparation, clean-up, or maintenance of labs space where indicated by the Academic Schools. | Scheduling Officer/ Academic Support Officer |
| 2.7 | If a lab has been designated for alternate use, the second priority will be for courses within the division that the lab is normally scheduled with, and the third priority would be for courses in other divisions. | Scheduling Officer/ Academic Support Officer |
| 2.8 | A weekly common hour will be scheduled and respected for the benefit of the college community. | Scheduling Officer |
| 2.9 | Courses scheduled with a remote delivery would be communicated to the student via college email. | Academic Support Officer/Faculty/Dean/Associate Dean |
| 2.10 | Once the timetable is established and the deadline for changes has passed (web registration is open) requests for changes that will impact students' timetables will not normally be considered. Any requests for such changes will be approved by the Dean. | Academic Support Officer/Dean |
| 3. Scheduling Guidelines for Full-Time Faculty | | |
| 3.1 | Scheduling guidelines for full-time faculty will follow the Academic Collective Agreement. | Academic Support Officer/Scheduling Officer |
| 3.2 | A span of instructional hours in a day will be no more than eight (8) hours. | Academic Support Officer/Scheduling Officer |
| 3.3 | Effort will be made to ensure that the first scheduled hour of the day will not be assigned less than 12 hours after the end of the previous day. | Academic Support Officer/Scheduling Officer |

3.4 Faculty accommodations include but are not limited to the following:

- Part-time faculty with specialized expertise and limited availability.
- Religious observations.
- Membership on the Board of Governors, Academic Council and other committees as may be identified in the Academic Collective Agreement.
- Documented medical restrictions. The medical restrictions must be communicated to Organizational Effectiveness, only the scheduling restrictions will be communicated to the appropriate Dean and the Scheduling Department.
- Clinical and Field Placements.

Dean/Director
 Organizational
 Effectiveness/Scheduling
 Officer

3.5 Collaborative programs with other institutions may require adjustments to the normal scheduling guidelines.

Revision History

Version	Change	Author	Date of Change
_v2023-03-38	Revision as per Feb. 23, 2023 minutes	Richard Gemmill / Lynn Dyll	2023-03-28

APPENDIX 1 – Scheduling Timeline (Typical Fall Planning Cycle)

Date	Activity
March 21-May 6	DCU open for Fall data entry
May 6	Data entry in the DCU for Fall to be completed
May 9	CRN creation for Fall courses (PPRD) testing to begin
May 12	CRN creation for Fall courses (PROD) SIS transfer to occur daily
June 13	Start optimization process – once completed all change requests are to be submitted via the Change Request process in DCU
July 15	Timetables upload for review by the ASO's
July 25	Web Registration opens – No scheduling changes without Dean approval

APPENDIX 2 – Timetable Changes

1. Purpose

The purpose of this document is to establish when Schedules may be changed.

2. Scheduling Change Guidelines

There are three windows of opportunity where Schedule change requests can be considered during the Scheduling process. They are:

Stage 1 – Prior to Creating the First Draft Timetables

Stage 2 - Prior to Upload and Release of Student Timetables

Stage 3 – After the Upload and Release of Student Timetables

As scheduling activity proceeds through these stages, the complexity involved in making changes increases.

2.1 Stage 1 – Prior to Creating the First Draft Schedules

Changes to the Academic Planning information entered into the DCU can occur up to the time closed period in the scheduling cycle. During the closed period, scheduling data must remain constant so that the mapping of programs and academic blocks can be completed and to run the scheduling optimization process. During this phase of the scheduling process, academic blocks, faculty, and room timetables are created.

2.2 Stage 2 – Prior to Upload and Release of Student Timetables

Draft program timetables are posted for the Schools to review. Schools are to complete the following:

- Check for omissions and errors,
- Submit contact faculty names to be slotted in against “TBA” faculty, and
- Identify issues that may require change.

2.3 Stage 3 - After the Upload and Release of Student Timetables

Once web-registration opens and timetables have been accessed by students, only requests by a Dean or delegate for extenuating circumstances (defined below) will be considered. Changes requested by faculty or coordinators are not considered at this time.

Where a change of location or timing has been requested, faculty and students must continue to use the space and time scheduled until confirmation of the change is sent by the Scheduling Officer to the ASO/Dean/delegate. Changes for extenuating circumstances must adhere to the collective agreement and follow faculty, student, and room constraints.

Extenuating circumstances may include:

- Addition or deletion of a course section,
- Change in enrolment resulting in a section exceeding room capacity,
- Change to teaching assignments,
- Emergency medical or Health & Safety requirements

2.4 Non-Warranted Change Requests

Non-warranted change requests will not be considered at any time.

Non-warranted change requests include but are not limited to:

- Changing the scheduled time for the benefit of faculty or personal preference, or
- Changing rooms due to personal preferences.

2.5 Physical Condition of Scheduled Space

Change requests arising from the physical condition of the scheduled space (e.g., poor ventilation, noise, uncomfortable furnishings, etc.) are considered to be a Facilities Management issue and are not processed by the Scheduling Officer. Concerns of this nature are directed to the Dean or delegate for follow-up with Facilities Management. The Dean or delegate will liaise with the Scheduling Officer if a space change is required.

2.6 Technology in the Classroom

Change requests arising from technology issues in a timetabled space (e.g. missing software, faculty equipment, older hardware, etc.) are considered to be a Computer Services issue and will not be processed by the Scheduling Officer. Concerns over this nature are directed to the Dean or delegate for follow-up with the appropriate service area. The service area will liaise with the Scheduling Officer if a space change is required.

2.7 Non-Academic Change Request

When change requests occur for non-academic uses which would result in the cancellation or disruption of teaching or instructional activities, such requests will not be granted without the approval of the relevant Academic Manager or Dean.