Category:	Academic Programming and Instructional
Approved By:	Board of Governors
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Revised Date(s):	
Policy Sponsor:	Provost and Vice President Academic
Policy Administrator:	Registrar

Academic Timetable Policy

Purpose

The purpose of this policy is to clarify decision making as it relates to the annual development and maintenance of the Academic Timetable.

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.

Definitions

Academic space means 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 listing that includes specific course section details, including but not restricted to, the time (e.g., day of the week and time of day), space, location, instructor assignment(s), student access (e.g., restricted or non-restricted access for specific programs students) and information notations.

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

Policy Statements

1. The Academic Timetable is produced annually and the official version is available online.

2. All Lethbridge 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. The Registrar is responsible for the compilation, release and publication of the Academic Timetable.

A: Policy Supports

Academic Timetable Procedures – (Appendix A)

B: Legislated References

C: Other References

D: Related Policies

Academic Calendar
Assessment
Student Rights and Responsibilities
Physical Resources
Board of Governors Executive Limitations:
      EL 10 – Access to Education

Parent Policy:	Academic Timetable
Effective Date:	November 1, 2014
Revised Date(s):	
Policy Sponsor:	Provost and Vice President Academic
Policy Administrator:	Registrar
Appendix A	

Academic Timetable Procedures

These procedures include the following:

Part A - Academic Timetable: Allocation of Responsibilities and Authorities

The specific responsibilities and authorities concerning academic timetabling are outlined below.

Provost and Vice President Academic
- in consultation with Deans' Council allocates academic space
- approves instructor "unavailablities" (i.e. block-offs).

Deans' Council
- reviews designated institutional academic space annually
- reviews and approves requests to build unique patterns in a program for specific needs that have a negative impact on resource utilization
- reviews and approves change requests to time, days, rooms, after publication of academic timetable, that have an impact on other areas for review and approval
- reviews and approves requests to book events in previously scheduled academic space.

Facilities Management
- maintains general condition of academic space and advises of any changes to the availability of classroom resources.

Centre for Teaching, Learning and Innovation
- provides teaching and learning technology supports in academic space.

Registrar
- directs the development and publication of the Academic Timetable and delegates as follows:

- o works with centers, schools, and programs to ensure the needs of the students and programs are kept in the forefront of the timetabling process
- o performs continual review and improvement of scheduling processes
- o directs issues and makes recommendations related to space allocation and utilization to Deans' Council.

Assistant Registrar
- manages the scheduling process and oversees the collection of information from programs
- supervises the Scheduling Unit in the preparation, maintenance and publication of all timetables
- responsible for the creation of the Academic Timetable timeline and ensures that Scheduling Unit processes meet deadline targets
- informs the Registrar of situations that do not conform to policy.

Scheduling Unit
- maintains scheduling data in the Student Information System (SIS), timetabling application (Timetabler), and the ad hoc booking application (Enterprise)
- creates timetables from the data collected to develop the most effective Academic Timetable, in accordance with the established parameters
- provides draft timetables
- reviews change requests with the Chair or designate
- conducts room audits and utilization studies in collaboration with other applicable departments
- solves short term space problems caused by the unforeseen unavailability of a room, or a last minute request to accommodate a short term activity (e.g., guest speakers)
- creates final exam schedule
- coordinates timelines and assist with the creation of the Academic Timetable timeline
- provides training on various applications.

Dean
- recommends for approval instructor "unavailabilities" (i.e. block-offs) as defined in these procedures (refer to Part C)
- advises the Registrar as soon as possible if any programs are being suspended or terminated.

Chair (or Designate)
- submits complete timetabling data according to the Scheduling Timeline (refer to Part E)
- identifies errors and omissions, and reports them to the Scheduling Unit during the draft timetable review phase
- forwards concerns about the physical condition of space to Facilities Management
- forwards concerns about the teaching and learning technology supports in a space to the Center for Teaching, Learning and Innovation
- is responsible for the communication of timetabling change requests
- is responsible for the approval of the final draft of his/her Center's Academic Timetable.

Faculty
- responsible for review of timetable, and communicating change requests through Program Chair.

Student Association
- responsible for bringing forward concerns through Timetable Policy Committee.

Timetable Policy Committee
- operates under the sponsorship of the Registrar, policy administrator, with representation from each academic centre, the Registrar's Office, and the Lethbridge College Faculty Association (LCFA)
- meets annually in May/June to review the policy and related procedures to consider requests and feedback which have been received and to make recommendations for changes.

Part B - Use of Academic Space Procedures

1. Academic Space Inventory Classifications

Academic space inventory classifications are documented and maintained by the Scheduling Unit and are reviewed and approved by Deans' Council in June prior to the start of the scheduling cycle for the upcoming academic year, e.g. in June 20XX, review and approve space used in the scheduling cycle commencing in Sept 20XX for the upcoming 20XX+1 academic year.

Table 1: Academic Space Inventory Classifications

Type of Space*	Description
General space	a) space designated as open to all programs and restricted to established timetabling patterns

Priority space	a) space designated to an approved program, and which is timetabled as a first priority to that program
	    • i.e. AOP has priority in IB 1104
	    • i.e. Engineering laptop rooms
	b) space in this category becomes available for general timetabling after course sections from the approved program have been timetabled
	c) in the event the approved program no longer requires priority access, the space will be reclassified
	d) priority space is designated by the Campus Master Plan Committee

Allocated space	a) space restricted to an approved program for their exclusive use • i.e. Health Services Labs (TE 2224 – TE 2226, etc) b) allocated space is designated by the Campus Master Plan Committee c) in the event the June 20XX review of space results in a decision to discontinue the allocation of specific space for an approved program, the space will be reclassified d) in the event the approved program no longer requires exclusive access, the space will be reclassified

Scheduling Unit is responsible for room scheduling for all classifications.

2. Priorities for Booking Academic Space

a) Lethbridge College credit course section deliveries, including apprenticeship, are the first priority in booking space. Once the academic timetable is approved, bookings related to other priorities will be processed (consult with Scheduling regarding booking priority procedures).

b) Once the academic timetable is published, room booking requests cannot displace timetabled credit course section deliveries, without prior approval of Deans' Council. Due to the possible disruption to the academic schedule, Kodiak athletics, students and other academic/service areas, requests must be submitted, via a "Special Request to Use Previously Scheduled Institutional Space" form, at least 4 months prior to the event occurring to allow sufficient time to make alternate plans for all affected areas.

c) Exam scheduling takes priority over ad-hoc bookings.

d) 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.

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

Part C - Academic Timetable: Patterns, General Parameters and Constraints Procedures

1. Academic Timetable

Academic course sections will be timetabled within the parameters of the Academic Schedule as defined in the annual Academic Calendar. Course sections will not be timetabled to start earlier than a term start-date and will generally not carry over the end of a term end-date.

2. Patterns

For the purpose of scheduling a term, the timetabling system breaks the weekday into five (5) different patterns:
a) Daytime Deliveries – Five distinct patterns, managed by the timetable application, within five (5) distinct two (2) hour time bands between 0800 and 1800
b) Evening Deliveries – Evening deliveries can be forced by the program requesting deliveries after 1800 Monday – Friday.

Typical patterns
Optimal use of academic space is best accomplished using timetabling patterns which fall within two (2) hour time-bands (see 2.a.). Typical institutional timetabling patterns for full term courses that meet this criterion are as follows:

Delivery Hours	Time Blocks
1	One 50 minute
1.5	One 80 minute
2	One 110 minute

2.5	One 140 minute
3	One 170 minute

Note: Only allocated space can be off-pattern if necessary. General Classroom space must follow time bands.

Note: Patterns may be overridden for short terms (S1, S2) (i.e. start time is at 9:00am)
Diagrams of the timetabling patterns are available from Scheduling.
<u>Atypical patterns</u>
It is recognized that there are diverse timetabling requirements for the wide variety of programming at the College, i.e. Engineering programs.

- Atypical delivery hours ranging from four (4) or more hours will be timetabled on a case by case basis, in consultation with the Program Chair
- Course sections delivered on a compressed term basis will be evaluated by the Assistant Registrar, and applicable patterns or combinations of patterns are applied
- Some course sections (typically in trades, engineering or nursing related programs) require that delivery hours are uniquely timetabled and likely forced into allocated space
- Evening and weekend timetabling will be initiated by the Program Chair to accommodate specific program needs.

<u>Requests to build a unique pattern</u>
Requests to build a unique pattern in a program for specific needs will be submitted to the Assistant Registrar. The request will be submitted in written form with supporting rationale. Where it is deemed to potentially have a negative impact on resource utilization, the request will be submitted to Deans' Council for consideration.

3. General Parameters

Institutional timetabling parameters (student and instructor) are intended to ensure that key requirements which benefit students, teaching, and learning are taken into account early in the timetable creation process. To avoid constraints which compromise the availability of space and times to other departments, academic blocks and instructors, only those constraints which are deemed to be absolutely necessary as provided for within this policy are considered in the building of the timetable

a) Academic Block (Student) Timetabling Parameters
Academic block parameters are designed to ensure consistency in meeting the need for a conflict-free student timetable. The values stated below are the institutional default parameters.

Table 2: Academic Block (Student) Timetabling Parameters

Parameter	Preference	Limit
Maximum elapsed time per day: The elapsed time controls the maximum number or hours from the beginning of the first hour timetabled for a particular academic block to the end of the last hour timetabled for the same academic block on any given day. **Note:** In the event a particular academic block is related to a	5 hours	8 hours

program with greater than average delivery hours (approximately twenty [20] hours per week), the preference and limit values will be set at eight (8) hours and ten (10) hours.		
Maximum consecutive periods: Controls the maximum number of hours that can be timetabled consecutively for an academic block.	4 hours	4 hours
Minimum break period after maximum consecutive periods: This controls the minimum break that will be assigned after the maximum consecutive periods have been reached.	1 hour	½ hour
Maximum time per day. **Note:** In the event a particular academic block is related to a program with greater than average delivery hours (approximately twenty [20] hours per week), the preference and limit values will be revised accordingly.	5 hours	8 hours

b) **Institutional Instructor Timetabling Parameters**

Institutional instructor timetabling parameters ensure course section deliveries occur throughout the week, provide consistency across the institution, and comply with the current Collective Agreement. The values stated in Table 3 below are the institutional defaults.

Table 3: Institutional Instructor Timetabling Parameters

Parameter	Preference	Limit
Maximum elapsed time per day. The elapsed time controls the maximum number or hours from the beginning of the first hour timetabled for an instructor to the end of the last hour timetabled for the same instructor on any given day. **Note:** In the event a particular instructor is related to a program with greater than average delivery hours (approximately twenty [20] hours per week), the preference value will be set at eight (8) hours.	2 hours	9 hours
Maximum consecutive periods: Controls the maximum number of hours that can be timetabled consecutively.	4 hours	6 hours
Minimum break period after maximum consecutive periods. This controls the minimum break that will be assigned after the maximum consecutive periods have been reached.	1 hour	½ hour
Maximum time per day**. Note:** In the event a particular instructor related to a program with greater than average delivery hours (approximately twenty [20] hours per week), the preference and limit values will be revised accordingly.	6 hours	8 hours

c) **Variations**

Variations to the institutional academic block timetable parameters or the institutional instructor timetable parameters required to meet program outcomes and specific needs require consultation with the Assistant Registrar responsible and require the approval of the Dean and the Registrar.

- Electives add additional constraints and limit the ability of the software to construct an effective academic block timetable. Programs will consult with the Scheduling Unit to assess impacts.
- Programs designed to be offered in condensed terms limit the ability of the software to construct an effective academic block timetable. Programs will consult with the Scheduling Unit to assess impacts.

4. Constraints (Instructor Block-off)

The Academic Timetable development process will accommodate instructor constraints as approved under the circumstances outlined below. Instructor constraints are reviewed annually for approval. Accommodation approval will be forwarded to the scheduling office as follows:

Table 4: Constraints

Accommodation	Approval
Religious accommodation	Human Resources
Accommodation for medical condition or disability	Lethbridge College Occupational Health & Safety Coordinator
Research	Dean of appropriate Centre and Provost and Vice President Academic
College committees or associations	Provost and Vice President Academic
Professional commitments undertaken to support community organizations that are aligned with the values of the institution, related to its academic endeavors, and/or promotes the institution and its goals within the community.	Dean and Provost and Vice President Academic
Extenuating circumstances	The Dean, in consultation with Human Resources, and Provost and Vice President Academic

5. Final Examination Period Parameters

Final examination schedules are created by the Centres and facilitated by the Scheduling Unit to assign rooms and create a Final Exam Timetable which is published online.

a) The institutional Final Exam Period is listed in the Academic Schedule (printed in the annual Academic Calendar). Final exams scheduled during this period:
- will not start before 0800 hrs
- will not be scheduled to finish later than 2200 hrs.

b) Where the final examination schedule is being developed for an academic (student) block, as much as possible the schedule:
- will provide for a minimum of sixty (60) minutes between examinations
- will have a maximum of two (2) examinations scheduled in a calendar day

- in the case of 2 hour exams, finals should be scheduling in the following way: 8:00 – 10:00, 11:00 – 13:00, 14:00 – 16:00, and 18:00 – 20:00.

c) Where a student is not part of an academic block and is scheduled to write more than two (2) final exams in a calendar day, the student should consult with his/her instructors (or Chair) to make arrangements for an alternate testing day.

Part D – Academic Timetable Changes Procedures

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

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

Proposed changes to the Academic Timetable (draft and published) will adhere to Part C of this procedure.

1. Change requests during the draft timetable phase

The draft timetable phase is a critical phase where Chairs are given approximately two (2) weeks to verify the accuracy of the timetables with faculty. Consultation between the Chair and the Scheduling office will take place to review change requests made during this period for the following:
   a) Cancel a course section.
   b) Add a course section.
   c) Change day, time, space, or instructor/academic block assignment, with the proviso that the volume of changes does not essentially constitute a manual rebuild of related timetables (student, instructor, required space).
      o change requests related to days and times must comply with institutional timetabling patterns and time bands
      o approved constraints for the programs are considered to be critical requirements but will be lifted to permit other timetable changes as approved by the Chair
   d) Any changes that impact draft timetables of other academic programs will require all program chairs impacted to be informed and agreement reached before changes are made.

2. Change requests after the timetable is published online

Essential change requests will be submitted to the Scheduling Unit and will be accepted as identified below:

a) Cancel a course section
      DEADLINE for post-secondary: ten (10) business days before first day of the start of classes in the term in which the course is scheduled

DEADLINE for General Studies and College and University Preparatory Upgrading: five (5) business days before first day of classes in the term in which the course is scheduled DEADLINE for apprenticeship – seven (7) business days before first day of classes.

- course section cancellations cannot be accompanied by any additional modifications to the existing institutional timetable
- it is the responsibility of the Program Chair to notify any students that have been impacted due to a section cancellation or change in delivery method.

b) Add a course section - DEADLINE: before end of add/drop
- 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
- the additional section might not comply with institutional delivery patterns
- 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:
- changing an instructor assignment from TBA to an existing instructor, without making any subsequent change to day or time
- changing an existing instructor assignment to a different instructor assignment, without making any subsequent change to day or time
- changing a TBA or existing instructor to a part-time instructor with specific block-off requirements necessitated by his/her primary position. The solution to this situation may result in a subsequent change to day and time
- a change of instructor does not constitute a change in room or room type
- late replacement of an existing instructor due to (but not limited to) redundancy, retirement, or non-returning faculty. The solution to this situation may result in a subsequent change to day and time
- changing a space or instructor assignment upon communication from the Lethbridge College Occupational Health and Safety Coordinator in accommodation of an instructor's immediate medical or disability issue. The solution may result in a subsequent change to day and time
- changing a space upon communication from Physical Facilities that the space has become unusable. The solution to this problem may result in a subsequent change to day and time
- changing a space upon communication from the Associate Vice President Academic or designate 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
- changing a space upon communication from the Chair that specialized equipment in the space has failed, or has not been installed as expected. The solution may result in a subsequent change to day and time.

After the timetable has been finalized any change requests to time, days, rooms that have an impact on other areas must be taken forward to Deans' Council for review and approval.

Where essential changes have been reviewed, processed and confirmed, academic departments 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 Registrar's Office has been reviewed, processed and confirmed.

Part E - Scheduling Timeline Procedures

1. The Scheduling Timeline sets out the scheduling dates and deadlines for post-secondary credit and apprenticeship programs, as well as the final exam schedules.
   - The dates and deadlines related to the creation of the Academic Timetable constitute the largest portion of the timeline, and for the purpose of this policy are listed in the Table 5 below.

2. Dates and deadlines related to the development of the Academic Timetable will be communicated to stakeholders early each fall for the subsequent academic year.
3. The following actions and due dates constitutes the typical scheduling timeline:

Table 5: Scheduling Timeline

Action	Due Date
Prepare timetabling systems for new academic cycle	Mid - November
DCU opens for Fall term and refresher training provided	End of November
Data entry completed for Fall term and DCU closed	Early January
Scheduling office begins validation and scheduling process for Fall term	Mid - January
DCU opens for Winter term	Mid – January
Data entry completed for Winter term and DCU closed	End of January
Scheduling office begins validation and scheduling process for Winter term	End of January
Draft Fall timetable available for review by Program Chairs	Mid – March
Draft Winter timetable available for review by Program Chairs	End of March
DCU opens for Spring/Summer terms	Early April
Scheduling office begins validation and scheduling for Spring/Summer terms	Mid – April
Timetable live for internal use	June 1
Timetable live for external use	July 1

Part F - Definitions

Academic block is a collection of course sections that share a common academic program and common timetabling parameters to assure a conflict free timetable. An academic block is

defined by a code, a description and a numeric value that represents the number of students who will be assigned to the block.

Constraint also referred to as a block-off – is a restriction placed upon a specific resource that affects the timetabling process.

Course section is a unique section (offering) of a course within a specific term.

Collection of data means the process by which data is collected from the academic areas to allow for the creation of course sections (credit and apprenticeship) via the Data Collection Unit.

Delivery hours are the number of hours that instructors and students work/meet together in an instructional space (virtual, classroom, etc.).

Meeting room means College space designated for use by employees and students to meet on an ad-hoc basis.

Parameter is a limit or boundary.

Room see Academic space.

Scheduling is the process of attaching varying data elements (day, time, space) to course sections created in the institutional Student Information System (SIS).

Scheduling unit refers to the unit within the Registrar's Office responsible for the creation and management of course section data in the institutional SIS, scheduling application and Enterprise systems (credit and apprenticeship), the Academic Timetable and miscellaneous facility bookings of applicable space for approved internal and external users.

Section see Course section.

Timetabling pattern is a pre-defined offering of one or more timetabled deliveries of a course section. Timetabling patterns are designed to maximize the efficient usage of academic teaching space as well as produce effective timetables for academic blocks (students) and associated instructors.