



Policy:	E-1.10
Approved By:	College Executive Team
Approval Date:	May 15, 2002

## SCHEDULING PROCEDURES APPENDIX

The following guidelines are intended to assist College personnel involved in scheduling. They are intended to ensure that scheduling facilitates the creation of optimal learning environments and opportunities for students. They are guidelines only and are in no way intended to add to, or vary from, the terms of the collective agreements between the College and its employees, or established Human Rights legislation.

1. An inventory of all instructional space will be maintained in FIS (facilities Inventory System).
2. All instructional space must be booked through the Office of the Registrar.
3. Non-base credentialed programming will have equal priority with base funded credit programming.
4. Course schedules will be established in advance of the student registration process per timelines established by the Office of the Registrar.
5. Class start and end times will be based on delivery patterns established by the Office of the Registrar in consultation with Schools.
6. Instructional activity is normally scheduled 08:30-21:30 on weekdays and 08:30-17:30 on weekends.
7. To facilitate college-wide or departmental meetings and activities, instructional activity will not normally be scheduled after 2:30 on Fridays. To ensure the widest possible range of timetable options for students and instructors, departmental meetings will not be incorporated into the building of the academic schedule unless approved by the Dean/Director due to unavoidable operational requirements.
8. Required changes of campus will allow 2 hours travel time for both students and faculty.
9. The maximum length of the scheduled program day for students will normally not exceed 9 hours.
10. Unsupervised student activity in classrooms and labs is not a priority activity, and although it may be specified and booked once scheduling is complete, it may also be cancelled if necessary to allow a supervised class activity to take place.
11. Classes will normally not be booked into two spaces at the same time (e.g. Lab and Classroom).
12. Final exams will be scheduled Monday through Saturday and on Sundays if required.
13. To ensure timetabling occurs in a manner that best supports student access, the ability to fulfil curriculum based requirements, and conflict-free schedules, changes in class times after publication of the timetable are to be avoided. Once published, instructor and room changes, new courses, or section addit-

School contacts, as designated by a Dean/Director, shall identify a scheduling plan for each semester by providing the Office of the Registrar with the following information:

1. Courses and number of sections by course to be delivered;
2. Instructors for each course section;
3. Campus for each course section;
4. Delivery Method for each course section and course component (lecture, seminar, lab, blended, online);
5. Meeting Patterns for each course section (e.g. 1x 3 hours, 2x 1.5 hours, etc.) subject to delivery patterns established by the Office of the Registrar;
6. Maximum class size;
7. Room types/requirements for each course component;
8. Blocks/groups of courses to ensure conflict-free scheduling;
9. Linking of different delivery methods may be specified (e.g. back-to-back, lab after lecture, etc.);
10. Day and start time for evening classes;
11. Time blocks for programs to accommodate arrangements for clinical, fieldwork, etc. as well as for lab-specific requirements – i.e., astronomy labs not scheduled in the morning;
12. Individual instructor schedule preferences may be submitted (e.g. desire to avoid instruction on certain day or time of day). Preferences are not guaranteed and will be automatically evaluated against all other scheduling elements (e.g. special considerations, academic blocks, room requirements, other instructors);
13. Special considerations for choosing or avoiding a timeslot, room type, and/or day including:
  - o Medical Accommodations, both temporary and permanent: HR to provide accommodation required to school contacts so it will be factored into the scheduling process
  - o Accessibility requirements for instructors with a documented disability
  - o External employment commitment of part-time faculty as approved by Dean/Director
  - o College-wide committee work (e.g. Education Council) as approved by Dean/Director
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