

# POLICY

<b>CATEGORY</b>	D. Student and Academic	
<b>SUBJECT</b>	Academic Scheduling	
<b>POLICY NUMBER</b>	D24	
<b>CROSS REFERENCE</b>	D4 Calendar of Events D21 Course Development and Revision D34 Program Development	
<b>ADMINISTRATIVE SERVICES COMMITTEE</b>		<b>ACADEMIC COUNCIL</b>
		November 9, 2017
<b>POLICY STATEMENT</b>		
<p>Olds College is committed to an academic scheduling framework whereby a Master Schedule of credit courses in provincially approved programs is completed by April 1. The Office of the Registrar is responsible to create a Master Schedule that:</p> <ul style="list-style-type: none"> <li>• is student-centered,</li> <li>• meets teaching and learning requirements, and</li> <li>• optimizes instructor expertise, staff resources and campus facilities.</li> </ul> <p>The Master Schedule is developed in advance of any given Academic Year to support registration of students, to facilitate elective selection for students and to ensure adequate time for academic and operational planning.</p>		
<b>DEFINITIONS</b>		
<ul style="list-style-type: none"> <li>• Master Schedule: A list of all credit courses from provincially approved programs, including Course Reference Number (CRN), course name, term, times, dates, instructors, and locations.</li> <li>• Timetable: The specific list of courses a student is registered in.</li> <li>• Academic Year: A period of time that corresponds to a twelve-month period beginning with the Summer Term every year.</li> <li>• Term: A portion of an academic year. Olds College has four (4) terms of Summer, Fall, Winter and Spring that begin in July, September, January and May respectively.</li> <li>• Loading Form: The instrument used to collect and track information for the use of scheduling.</li> <li>• Academic Space: A designated campus location where teaching activities and learning occur.</li> </ul>		
<b>GUIDELINES</b>		
<ol style="list-style-type: none"> <li>1. The scheduling of courses is designed to meet the needs of students first and foremost.</li> <li>2. The Olds College Faculty Association (OCFA) collective agreement will be adhered to during the scheduling process.</li> <li>3. New Program of Study and/or new course outlines must be approved at the November Academic Council meeting in order to be active for the following academic year (refer to Policy D34 and D21).</li> <li>4. Changes to a Program of Study and/or course outlines that impact the schedule and require Academic Council approval must be approved at the November Academic Council meeting in order to be active for the following academic year (refer to Policy D34 and D21).</li> </ol>		

5. Changes to a Program of Study and/or course outlines that impact the schedule and require Dean Approval are sent to the Scheduling Administrator by Dec 1 in order to be active for the following academic year.
6. Once the Master Schedule is finalized, other departments, including Continuing Education and Conference Services may reserve academic spaces.
7. Academic spaces are reserved during final exam periods as listed in the Calendar of Events.
8. A centralized software system will be used to coordinate both academic and non-academic spaces owned or leased by Olds College.
9. Olds College ensures that Program of Study, website and publications contain accurate and consistent program and course information.

**IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

**VICE PRESIDENT Responsible for:** Academics

**REVIEW PERIOD:** 5 Years

# PROCEDURE

SUBJECT AND POLICY NUMBER:	D24 Academic Scheduling
VICE PRESIDENT Sign Off Date:	November 9, 2017

It is necessary to develop a Master Schedule for credit courses in provincially approved programs to allow for registration of students, academic planning, enrollment management and staffing within the framework of the academic year.

## 1. TIMELINE

The following timeline will be adhered to for each academic year scheduling cycle:

August 1	Scheduling Administrator sends Loading Form instructions to Chairs and Continuing Education (CE).
August 1- October 15	Scheduling Administrator will be available for Chairs and CE to book consultative discussions.
November 1 & *November 15	Deadline for Chairs and CE to submit completed Loading Forms to the Scheduling Administrator. *Programs submitting changes to the November Academic Council meeting, may submit Loading Forms by November 15.
December 1	Changes to a Program of Study and/or course outlines that impact the schedule and require Dean Approval are sent to the Scheduling Administrator.
November 1 – December 15	Scheduling Administrator uses information from Loading Forms to generate an optimized timetable.
December 15	Scheduling Administrator sends draft Master Schedule to Deans, Chairs and CE.
December 15 – March 15	Review of schedule and submission of appeals to Deans.
January 5	Workload Planning Guide (WPG) and draft Master Schedule sent by Deans to Olds College Faculty Association (OCFA) Members.
January 5 – 31	Workload planning conversations/consultations with member and Dean.
March 1	Members are provided with their tentative workload assignments.
March 15	Deans to submit Master Schedule appeals to the Registrar.
March 20	Scheduling Appeals Committee meets by this date.
March 21 - April 1	Scheduling Administrator updates Banner, scheduling software and schedule to accommodate successful appeals.
April 1	Final Master Schedule available for the following academic year.

## 2. LOADING FORM

A Loading Form is used to collect data from schools for scheduling purposes. It includes but is not limited to:

- all lecture, lab and tutorial sections to be offered in each term
- preferred section enrolment due to constraints (e.g., computers, stalls, sewing machines)
- start and end dates
- delivery method
- technology requirements
- additional room requirements
- preferences (room/time)
- constraints

Loading Forms are submitted by Chairs to the Scheduling Administrator by the appropriate date. Late submissions of Loading Forms impact the scheduling process for the entire institution; therefore, adherence to the deadline for submission is crucial. Failure to submit the Loading Forms within the timeline may result in forfeiture of room and time preferences.

### **3. SCHEDULING & ROOM ALLOCATION**

The Scheduling Administrator optimizes academic space through scheduling and room allocation.

- a. Maximum room occupancy is compliant with fire regulations.
- b. Academic space will be inventoried by the Scheduling Administrator to assess the design, features, and suitability for various teaching modes, equipment, seating capacity and disability access.
- c. Changes to the functionality of a room will be communicated by Information Technology, Facilities, or school the Scheduling Administrator in a timely manner.
- d. Courses from provincially approved programs take priority in reserving academic spaces.
- e. Exclusive use of academic space can be approved by the Registrar in the interests of security, safety or the purpose-built nature of the space.
- f. Requests for additional time either prior to or following a class (e.g., setup, cleanup) may be accommodated subject to this policy and optimization of space.
- g. Generally, a class will only be assigned one academic space per time slot.

### **4. INSTRUCTIONAL TIME**

- a. Classes shall be scheduled between 8:00 a.m. and 6:00 p.m.
- b. There are ten minutes from each instructional unit built in for travel time for students and staff. Classes are allocated to rooms in a manner that takes into account any travel time required between locations for students and staff.
- c. Olds College courses that adhere to a 15-week term will follow a pattern of scheduling; classes on Monday, Wednesday or Friday will occur in one (1) hour increments and classes on Tuesday or Thursday will occur in one and one half (1.5) hour increments.
- d. Classes will not be scheduled during Reading Week for courses that follow the term-based 15-week format and for courses that observe Reading Week.
- e. Classes will not be scheduled during Final Exam Periods for courses that follow the term-based 15-week format.

### **5. MASTER SCHEDULE APPEALS**

Appeals must be made in writing including information/evidence to ensure an informed decision is made.

- a. Appeals must be submitted to a Dean before March 15.
- b. The Dean will forward all appeals to the Registrar by March 15.
- c. If necessary, the Scheduling Appeals Committee will meet by March 20.
- d. The Scheduling Appeals Committee will be comprised of the Registrar, a Dean or Chair from each school, an OCFA member and the Scheduling Administrator.
- e. The Registrar will make the final decision on all appeals.

### **6. EXCEPTIONS**

After April 1 all requests for changes to the Master Schedule shall be approved by the Registrar.

- a. Valid reasons for an exception may include, but not limited to:
  - Unexpected staff departure
  - Unexpected increase/decrease in student enrolment
  - Health or safety hazard
  - Adjustments required to accommodate staff or students with special needs or cultural requirements
  - Changes in available equipment

- Implications arising from accreditation and government regulation
- b. The Dean shall notify the Registrar and Scheduling Administrator in writing of all requested exceptions to the Master Schedule.
- c. When exceptions are granted after a course begins, the Chair shall notify affected students and staff.

## **7. ROLES**

- a. The Registrar ensures that an academic scheduling framework is in place.
- b. Deans ensure the scheduling process, procedures and deadlines are supported and adhered to within their school.
- c. Chairs gather and submit Loading Form data to the Scheduling Administrator by the appropriate date.
- d. Faculty work with Chairs and Deans and follow the academic scheduling policy and collective agreement timelines.
- e. The Scheduling Administrator initiates the scheduling process and produces a Master Schedule that
  - is student-centered,
  - meets teaching and learning requirements, and
  - optimizes instructor expertise, staff resources and campus facilities.

## **8. AD HOC USE OF ROOMS**

- a. Unscheduled academic space may be booked for ad hoc purposes once the Master Schedule is finalized.
- b. All ad hoc bookings shall be requested through a central software system and approved by the Scheduling Administrator.
- c. Room bookings for events taking place between July 1 and August 31 are managed by Conference Services with the exception of credit courses in provincially approved programs.
- d. Ad hoc use of campus facilities shall be related to teaching and learning and for core departmental functions and business. All other use of rooms is considered external and must be requested through Conference Services.
- e. External use must be compatible with the college's mission and goals, and comply with legislative requirements and any relevant College policy or procedure.

## **8. BUSINESS PROCESS**

- a. The College will support integration between the scheduling software system and Banner.
- b. The Procedures will be reviewed annually by the Office of the Registrar in consultation with the Schools, prior to the annual academic scheduling cycle.