# OLDS COLLEGE
## OF AGRICULTURE & TECHNOLOGY

# ACADEMIC SCHEDULING

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

| | |
|---|---|
| **Category:** | A. Academic |
| **Parent Policy:** | A03 |
| **Approval Date:** | June 18, 2024 |
| **Effective Date:** | July 1, 2024 |
| **Procedure Owner:** | Registrar & Director, Student Services |

| | |
|---|---|
| **Overview:** | It is necessary to develop an Academic 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 at Olds College of Agriculture & Technology (the "College"). |
| **Procedures:** | **Timelines/Roles and Responsibilities**<br>The Office of the Registrar is responsible for:<br>1. Creating a schedule timeline each year and updating it quarterly. The schedule timeline will be in accordance with the OCFA Collective Agreement.<br>    a. Scheduling designates will be given timelines to allow for collaboration on the schedule based on the provided loading sheet process.<br>    b. The published schedule will be provided no later than May 20th each year.<br>2. Providing training on institutional scheduling tools.<br>3. The Scheduling Services Team initiates the scheduling process and products an Academic Schedule that:<br>    a. Is student centered.<br>    b. Meets teaching and learning requirements.<br>    c. Optimizes instructor expertise, teaching resources and campus facilities.<br>    d. Meets pedagogical recommendations wherein possible.<br><br>The scheduling designate (Dean, Associate Dean or other position as identified by the Dean) is responsible for:<br>1. Collaborating with the Scheduling Services Team in the provided schedule timeline.<br>2. Identifying program specific information as identified in the loading sheet process to facilitate an effective schedule.<br>3. Deans ensure the scheduling process, procedures and deadlines are supported to and adhered to within their school. |

4. Scheduling designate works with the school faculty ensuring alignment with the scheduling policy and collective agreement timelines.

**Loading Forms**

A Loading Form is used to collect data from schools and Industry Training & Continuing Education for scheduling purposes. It includes but is not limited to:

1. All lecture, lab and tutorial sections to be offered in each term
2. Maximum capacity per section
3. Room requirements
4. Technology requirements
5. Delivery method
6. Constraints
7. Additional course-related scheduled events

The School Designates should encourage the Program Curriculum Committee (PCCs to review Loading Forms to ensure all information is correct and up to date. The information provided in the Loading Forms must have already been recommended by the PCC and approved by the appropriate methods prior to the Loading Form deadline.

Loading Forms are submitted by the School Designate and Industry Training & Continuing Education Designate to the Scheduling Services Team by the appropriate date outlined by the Office of the Registrar.

**Scheduling and Room Allocation**

The Scheduling Services Team optimizes academic space through scheduling and room allocation. The following principles are considered:

1. Maximum room occupancy is compliant with fire regulations.
2. Academic spaces are cataloged within a central information system by the Scheduling Services Team to assess the seating capacity, disability access, design, features, equipment, and suitability for various teaching modes.
3. Changes to the functionality of a room will be decided by the Facilities Planning and Advisory Committee.
4. Booking spaces for academic use will be in accordance with C09 Space Utilization & Allocation Policy.
5. Generally, a class will only be assigned one academic space per time slot.

**Instructional Time**

1. Classes shall normally be scheduled between 8:00 a.m. and 6:00 p.m.
2. 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 where possible.
3. College courses that adhere to a 15-week term will follow a pattern of scheduling; lecture classes that occur three times per week will occur in one (1) hour increments and lecture classes held twice per week will occur in one and one half (1.5) hour increments in alignment with scheduling patterns.
4. College courses that do not adhere to a 15-week term will maximize the block time of delivery, working to create a consistent pattern when possible.
5. Lectures, labs, and tutorials will not be scheduled during Reading Week for courses that follow the term-based 15-week format and for courses that observe Reading Week.

6. Lectures, labs, and tutorials will not be scheduled during Final Exam Periods for courses that follow the term-based 15-week format.

**Schedule Change Requests - Non-Published Schedule**
1. The draft timetable phase is considered a critical phase where College faculty and staff have the ability to verify the accuracy of the internally published instructional schedules. This phase typically occurs in April following the internal publishing of instructional schedules and the confirmation of instructor workloads.
2. Recognizing that changes may be necessary in this phase, requests may be submitted to the Office of the Registrar - Scheduling Services Team via the approved Schedule Change Request Form process. Upon submission, requests will be reviewed by the appropriate school's Associate Dean and Dean. OCFA representation can occur at this point, if needed.
   a. Change requests must be for courses that the faculty member is currently workloaded for.
   b. Valid reasons for requests include:
      i. Inconsistency with Collective Agreement.
      ii. Utilization of appropriate technology and supplies (based on availability).
      iii. Adjustments required to accommodate staff or students with approved accommodations or cultural requirements.
      iv. Health or safety requirements.
3. Once submitted, the Office of the Registrar - Scheduling Services Team will review the request and provide options and necessary information back to the school's leadership team, the respective faculty member, and OCFA (if needed).
4. Requests will be reviewed to ensure they align with the outlined policy and procedure.

**Schedule Change Request - Published Schedule**
After the schedule is published and made available to students and the public, all requests for changes to the Academic Schedule shall be approved by the Registrar.
1. Valid reasons for an exception may include, but not limited to:
   a. Unexpected staff departure.
   b. Unexpected increase/decrease in student enrolment.
   c. Health or safety hazard.
   d. Adjustments required to accommodate staff or students with special accommodations for cultural requirements.
   e. Changes in available equipment and facilities.
   f. Implications arising from accreditation and government regulation.
2. The Dean and Industry Training & Continuing Education Designate shall notify the Scheduling Services Team in writing of all requested exceptions to the Academic Schedule.
3. When exceptions are granted after a course begins, the Dean shall notify affected faculty members and the Associate Dean (or school designate) shall notify affected students and staff.

**Ad Hoc Use of Rooms**
1. Unscheduled academic space may be booked for ad hoc purposes once the Academic Schedule is published.
2. All ad hoc bookings are conducted in accordance with C09 Space Utilization & Allocation Policy.

| | |
|---|---|
| **Definitions:** | **Non-Published Schedule:** A non-published schedule is considered a draft or tentative schedule which may be modified.<br><br>**Published Schedule:** A published schedule is considered the current schedule that is available online through the Office of the Registrar systems and approved methods of communication. Published schedules may be modified as part of the Schedule Change Request - Published Schedule Process.<br><br>**Scheduling Designate:** A designate of the school is an individual that the Dean of that school or Director of Industry Training & Continuing Education has assigned scheduling coordination as part of their assigned workload. |
| **Related Information:** | C09 Space Utilization and Allocation Policy<br>I01 Calendar of Important Dates Policy<br>A09 Course Development, Review and Revision Policy<br>A16 Program Development Policy<br>OCFA Collective Agreement |
| **Review Period:** | 3 years |
| **Revision History:** | New: October 2003<br>Revised: March 2007<br>Revised: June 2008<br>Revised: January 2016<br>Revised: November 2017<br>Revised: May 2022<br>Revised: June 2024 |