

Procedure Information	
Related to Policy No:	E-1.52
Approving Body:	Executive Committee
Approval Date:	December 19, 2023
Executive Responsible	VP Academic and VP Student Affairs
Administrator Responsible:	Registrar
Date of Next Review:	December 2024

## ACADEMIC TIMETABLING PROCEDURES

### Definitions

#### Academic Schedule

The annual schedule of significant dates that indicate the first and last day of term for all academic programs at the institution. Typically, the academic schedule is published 2 years in advance.

#### Academic Timetable

A listing of all course sections scheduled at the institution. Course section start and end dates are informed by, and must be in alignment with, the academic schedule.

#### Academic Timetabling and Scheduling (ATS) Team

The members of the Office of the Registrar responsible for building course sections which create the academic timetable.

#### Course Section

Details for an individual course, including the date, time, location, instructional modality, and instructor.

#### Instructional Activities

Including, but not limited to, classes, lectures, laboratories, shops, tutorials, seminars, studios, examinations, clinicals, simulation labs, theory, and practicums.

#### Instructional Hours

The College's instructional hours are 8:30 AM – 9:30 PM.

#### Prime Utilization Period

A period of high demand during instructional hours. At CNC, this is considered the hours of 10:00 AM – 2:00 PM Monday to Thursday.

## Standard Timetabling Patterns

A set of established course scheduling patterns, usually on a weekly basis.

## Timetabling

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

## Timetabling Rules

Guidelines added to the scheduling software that create “rules” for the Academic Timetabling and Scheduling (ATS) team and software to follow when building the timetable. These may include, but are not limited to, guidelines related to time of day that specific courses can be taught, extra time between labs due to set up and take down, and approved accommodations for instructors.

## Procedures

### Responsibilities

1. The Registrar is responsible for overseeing the development, publication, and ongoing maintenance of the academic timetable.
2. Deans and Associate Deans are responsible for:
  - 2.1. ensuring their program areas adhere to the College’s timetabling policy, procedures, processes and deadlines; and
  - 2.2. ensuring that the appropriate procedures are followed for requesting and approving faculty accommodations.
  - 2.3. working with Faculty Coordinators to give the Office of the Registrar their program area’s number of sections, teaching mode, required resources, and faculty name.

### Instructional Space

3. The College classifies instructional space using three categories:

SPACE CATEGORY	DESCRIPTION
General Space	Instructional space that is open to all programs and restricted to established timetabling patterns.

Priority Space	Instructional space that is timetabled as a first priority to a specific program. Once the program sections are scheduled, the space is opened to general timetabling.
Purpose-Built Space	Instructional space that is built for a specific purpose and would be challenging to use for another activity. Examples include laboratories, trades shops, and health clinics.

- 3.1. The College intends that the majority of classrooms will fall under the general space category, with a smaller number categorized as priority space.
  - 3.2. Purpose-built spaces will be used for their specific purposes. Where appropriate, purpose-built spaces may be shared between departments and made available for external bookings following the room scheduling principles and priorities.
4. Instructional space will be scheduled based on the following order of priority:

PRIORITY LEVEL (1=high, 5=low)	TYPE OF ACTIVITY
1	Education Council (EdCo) approved and apprenticeship courses
2	Non-EdCo approved courses
3	Student learning support
4	Other CNC educational activities
5	Other activities

- 4.1. Rooms will be assigned to optimize instructional methodology and match projected class sizes. Priority will be given to meet the needs of students and support the teaching and learning process whenever possible.
- 4.2. In exceptional circumstances where an Education Council approved course is offered in partnership with/to an outside organization, the scheduling needs of the partner organization may be taken into consideration when timetabling the course offering(s).

### Delivery Methods

5. Course sections may be offered in any of the following delivery modalities, based upon student need and access:
  - 5.1. Scheduled in person – taught live in the classroom, face to face.
  - 5.2. Scheduled online – online class held at a particular time.
  - 5.3. Unscheduled online directed – online class that is paced by the week.
  - 5.4. Unscheduled online self-directed – online class that is self-directed to be completed at the student's pace.
  - 5.5. Hyflex – taught live in the classroom and broadcast live online, may be recorded for asynchronous access.
6. Hybrid - A course section may combine two or more of the above modalities with the approval of the program Dean and Registrar.

### Section Restrictions

7. Section restrictions may be placed on designated sections for the duration of the registration cycle for the term. Examples include but are not limited to restrictions of registration in specific sections for students in particular programs, campuses, or fields of study. Section restrictions must be provided during the scheduling software's data capture unit (DCU) entry phase as outlined in section 18.

### Standardized Timetabling Patterns

8. The academic timetable will be built using timetabling patterns as outlined in Appendix 1: Academic Timetabling Patterns.

### Instructor Accommodations

9. The academic timetable will be built allowing for instructor accommodations approved under the *Workplace Accommodations policy*. Approved accommodations will be added to the scheduling software by the ATS team.
  - 9.1. Human Resources will advise the ATS and appropriate Dean or Associate Dean of approved faculty accommodations.
  - 9.2. Accommodations are not provided in perpetuity and must be requested annually unless otherwise specified by Human Resources.

## Creating the Timetable

### 10. Planning for the timetable

10.1. Leading up to the timetabling process, Deans and Associate Deans will work with appropriate college areas to plan for the year ahead. This will include, but is not limited to:

10.1.1. Determining target admit capacities and the estimated number of returning students;

10.1.2. Determining the number of sections needed for each course;

10.1.3. Determining faculty workloads and any potential hiring needs; and

10.1.4. Developing business cases for budget requests based on expected demand.

10.2. Annual deadlines for the timetabling process will be established by the Registrar in consultation with Deans and Associate Deans.

### 11. Timetabling rules and patterns

11.1. Academic departments will work with Deans and Associate Deans and the Registrar (or their designate) to develop or review timetabling rules and patterns for their program(s).

11.1.1. These rules, along with Collective Agreement provisions and approved faculty accommodations, will be entered into the scheduling software by the ATS team.

### 12. Course Section requests

12.1. Deans and Associate Deans will work with academic departments to determine course section request details.

12.1.1. Section requests will indicate the instructor, teaching modality, delivery pattern, general time of day, and exam request.

12.2. The ATS team will open the scheduling software's Data Capture Unit (DCU) for academic areas to enter section requests.

12.3. Deans and Associate Deans will ensure their area's course section requests are entered into the DCU prior to the deadline.

- 12.4. All course section requests must be received for the entire institution before timetabling may begin.
13. Course section request review period
  - 13.1. Once all section requests have been entered in the DCU, the ATS team will provide Deans and Associate Deans with a list of their requests for review.
  - 13.2. Deans and Associate Deans will have a minimum of two weeks to review the DCU entries with faculty for workloads (including overload and extra availability), modality, campus, general time of day, room type, and number of sections.
    - 13.2.1. Deans and Associate Deans will ensure requested changes are entered into the DCU by the end of the review period.
14. Timetable building
  - 14.1. After the review period is complete, the ATS team will build the timetable.
  - 14.2. During this period, the timetable will enter a blackout period during which no changes may occur.
  - 14.3. The ATS team will review the draft timetable and reach out to Deans and Associate Deans to resolve any conflicts.
  - 14.4. After the ATS review, the timetable will be circulated to Deans and Associate Deans and academic areas.
  - 14.5. Any change requests after the timetable has been built must be reviewed by the Timetable Change Committee.

#### Timetable Change Committee

15. The Registrar and the Associate VP Academic will form and call a Timetabling Change Committee each year with the following members:
  - 15.1.1. Registrar (Chair)
  - 15.1.2. Associate VP Academic
  - 15.1.3. Facilities Services representative (1)
  - 15.1.4. Human Resources representative (1)
  - 15.1.5. Student Union staff representative (1)

16. The Timetabling Change Committee is responsible for reviewing change requests considering potential student, academic, operational, and human resource impacts.

#### Change Requests

17. After the timetable has been built in the timetabling software, requests for changes will only be made in extenuating circumstance. Requests for changes may be submitted to the Timetabling Change Committee and meet at least one of the following criteria. The proposed change will:
  - 17.1. Improve student access to courses.
  - 17.2. Address unexpected staffing changes.
  - 17.3. Improve availability of part-time instructors.
  - 17.4. Allow for more efficient use of college resources.
  - 17.5. Support enrolment targets.
  - 17.6. Support an approved accommodation plan for a student or instructor.
  - 17.7. Improve room suitability.
18. Program areas and faculty will report any concerns with the timetable to their Dean or Associate Dean.
19. Deans and Associate Deans will review program area and faculty concerns and submit change requests to the Registrar using the Timetabling Change Request Form.
20. The Registrar will collate all change requests and submit a summary to the Timetable Change Committee.
21. The Timetable Change Committee will review change requests after the timetable is released and prior to the publication of the official timetable.
22. The Timetable Change Committee will resolve outstanding conflicts, disputes, and change requests arising from the creation of the timetable.
23. When necessary, the Registrar will make the final decision on conflicts, disputes, and change requests not resolved by the Timetable Change Committee.

24. Deans and Associate Deans will be notified of the Timetable Change Committee's decisions related to conflicts, disputes, and change requests within five business days after the decision is made.

#### Official Timetable

25. After the Timetable Change Committee review, the ATS will enter all approved change requests, finalize the timetable, and create and test course sections in Colleague.
26. The official timetable will be published for student review and planning a minimum of two weeks before registration opens.

#### Changes to the Official Timetable

27. After the official timetable has been published, changes will only be made in exceptional circumstances and must be approved by the Registrar and Associate VP Academic.
  - 27.1. Valid reasons for changes include, but are not limited to:
    - 27.1.1. Unexpected increase/decrease in student enrolment;
    - 27.1.2. Unexpected health or safety hazards;
    - 27.1.3. Adjustments required to accommodate employees or students under the BC Human Rights Code;
    - 27.1.4. Changes in available equipment; and
    - 27.1.5. Unexpected employee changes.

#### Notifications of Approved Changes

28. When day or time change requests are approved, all students in the affected section(s) will be notified by the Office of the Registrar as early as possible.
29. A change of instructor or classroom during the online registration period does not require notification of registered students.
30. To support student planning, a change in instructor will not change the modality of the course except in exceptional circumstances. If a change in modality is unavoidable, it must be approved by the Dean and students will be notified by the Office of the Registrar as soon as possible.

31. The Academic Timetabling and Scheduling (ATS) team will keep a record of all changes to the final academic timetable and provide a report to the Registrar, Executive Committee, Deans, and Associate Deans each term to be used for continuous improvement planning.

Exam scheduling

32. After the add/drop period for the term, the ATS team will develop the draft exam schedule for that term based upon previous DCU submissions.
33. Deans and Associate Deans will have time to review the draft exam schedule for errors.
34. The ATS team will enter the exam schedule into Colleague for students and faculty to view.

Timelines

35. The timelines for the timetabling process will be as follows:

Fall, Spring and Intersession Planning	
Planning Period	September - October
DCU entry window (6 weeks)	November - December

Fall and Spring Timetable Review and Development	
DCU Review - ATS (2 weeks)	January
DCU Review – Academic Areas (Minimum 2 weeks)	January
Blackout Period ATS builds timetable in scheduling software (5 weeks)	February
Change Request Period (3 weeks)	March
Build Official Timetable in Colleague Build sections in Colleague, fee and rule testing, quality assurance review (5 weeks)	March - April
Timetable viewable by students for planning (2 weeks)	April - May
Registration opens	By the 3 <sup>rd</sup> Wednesday in May

Intersession Timetable Review and Development	
DCU Review - ATS (2 weeks)	October
DCU Review – Academic Areas (Minimum 2 weeks)	October
Blackout Period ATS builds timetable in scheduling software (5 weeks)	November
Change Request Period (3 weeks)	December
Build Official Timetable in Colleague Build sections in Colleague, fee and rule testing, quality assurance review (5 weeks)	December - January
Timetable viewable by students for planning (2 weeks)	January - February
Registration opens	By the 3 <sup>rd</sup> Wednesday in February

### Links to Other Related Policies, Documents, and Websites

- Academic Timetabling policy E-1.52
- Workplace Accommodations policy AD-HR-1.12

### Forms

- Timetabling Change Request Form

### Procedure Amendment Log

Amendment Number:	Date:
0	December 19, 2023
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