

Policy Information	
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Executive Responsible:	VP Academic and VP Student Affairs
Administrator Responsible:	Registrar
Date of Next Review:	December 2024

ACADEMIC TIMETABLING

Policy Statement

This policy, and its associated procedures, describe the process for building, reviewing, and publishing the academic timetable at the College of New Caledonia (“CNC” or “the College”). It also explains the types of instructional space available at CNC, and how these spaces will be assigned. Finally, this policy sets out timeframes and responsibilities for the timetabling process.

Purpose

The purpose of this policy is to ensure that the process to develop the academic timetable is clear and efficient and balances the needs of students, faculty, and program areas through effective space management.

Scope

This policy applies to the timetabling of all instructional activities at the College of New Caledonia. It does not apply to external parties who rent space for instructional activities.

Principles

1. The academic timetable will be designed with the intention to meet the needs of students and support the teaching and learning process.
2. Instructional space is a limited and valuable resource that belongs to the College as a whole and the timetable will be designed to maximize the use of college space.
3. Priority for booking instructional space will be given to the College’s instructional activities as outlined in the procedures.
4. To manage the use of space as well as provide the widest possible range of options for students, where appropriate, courses will be scheduled as evenly as possible across daytime and evening operational hours, and across the week.

5. When there are multiple sections of a course offered in the same term, the course will be offered in multiple modalities and scheduled at different times wherever possible.
6. To both reduce CNC's carbon footprint and manage resources responsibly, courses will be scheduled in close proximity wherever possible.
7. The College has a common 90-minute meeting time each week to encourage collaborative work within and across departments. Classes will not be scheduled during this time except with the approval of the Dean or designate.
8. All Education Council approved curriculum and collective agreement standards will be adhered to during the academic timetabling process.

Legislative and Collective Agreement References

- CUPE Collective Agreement
- Faculty Association Collective Agreement
- Faculty Association Common Agreement

Links to Other Related Policies, Documents and Websites

- Academic Timetabling procedures
- [CNC Education Council](#)

Policy Amendment Log

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