ACADEMIC TIMETABLE POLICY

GPRC

Academic Timetable Policy			
Effective Date	May 14, 2020	**Policy Type**	Academic Policy
Responsibility	Director, Student Experience	**Cross-Reference**	1. Facility Utilization Policy 2. Academic Schedule Policy
Approver	Academic Council	**Appendices**	Appendix 1 – General Procedures Appendix 2 – Procedure to Appeal the Timetable Appendix 3 – Procedure to Revise the Official Timetable Appendix 4 – General Constraints Appendix 5 – Instructor Constraints Appendix 6 – College Constraints Appendix 7 – Student Constraints Appendix 8 – Room Rules Appendix 9 – Timetable Change Form
Review Schedule	Annually for the first 3 years and then every 5 years.		

1. **Policy Statement**

    1.1.   An Academic Timetable for all credit courses is prepared for each Academic Year.

2. **Background**

    2.1.   This policy supports practices related to developing the Academic Timetable at Grande Prairie Regional College ("the College" or "GPRC").

3. **Policy Objective**

    3.1.   The Academic Timetable is created to maximize teaching and learning opportunities by:

    3.1.1.   Increasing availability of required and optional courses for students.

    3.1.2.   Meeting instructors' teaching requirements.

    3.1.3.   Optimizing classroom usage.

    3.2.   The Timetable is developed prior to the commencement of registration for continuing and new students, and in support of academic and operational planning.

4. **Scope**

    4.1.   This policy applies to all credit courses.

5. **Definitions**

    5.1.   "Academic Blocks" are courses grouped together by term and program to be scheduled conflict-free. These blocks are designed to represent an average student's schedule in a particular program.

    5.2.   "Academic Term" is the Academic Year divided into four standard periods of time:

5.2.1. "Summer Semester" is the academic period during July and/or August, normally beginning in July.

5.2.2. "Fall Semester" is the academic period between September and December, normally beginning in September.

5.2.3. "Winter Semester" is the academic period between January and April, normally beginning in January.

5.2.4. "Spring Semester" is the academic period during May and/or June, normally beginning in May.

5.3. "Academic Timetable" (or "Timetable") is the published version of the schedule of course offerings, inclusive of changes approved by the Timetable Appeal Committee.

5.4. "Academic Year" identifies the start and end of the College's Academic Year beginning July 1 and ending June 30.

5.5. "Attributes" are room characteristics such as table and chair type, whiteboards, technology, flooring, sinks, tiered, or theatre-style layout.

5.6. "Constraint Form" is a form used to collect data from program areas for scheduling purposes.

5.7. "Course" means a series of learning opportunities within a specific subject area to which a final grade is assigned, among which are one or more of the following:

5.7.1. "Lecture" refers to context- based or instructor- directed learning aimed at acquiring theory.

5.7.2. "Lab" refers to activities structured by an instructor to facilitate the application of concepts, theories and principles.

5.7.3. "Seminar/Tutorial" refers to discussion and participation in activities aimed at further exploration and application of concepts, theories and principles.

5.7.4. "Practicum", "Work experience", "Clinical" refers to the.application of concepts, theories and principles in an applicable workplace environment.

5.8. "Data Collection Utility" (DCU) is used to collect data from program areas for scheduling purposes.

5.9. "Instructional Days" are days on which instruction occurs for most Credit Courses.

5.10. "Instructional Time" is the scheduled course time being spent working directly with students.

5.11. "Scheduling Constraints" are parameters placed on the scheduling system to ensure that key requirements are taken into account when the Timetable is created.

5.12. "Timetable Change Form" is the form used to collect data from program areas to change the schedule of courses.

6. Guiding Principles

6.1. The Registrar is responsible and accountable for the construction of the Timetable.

6.2. The Timetable is designed to meet the needs of students.

6.3. The Timetable is designed to ensure conflict-free scheduling of courses for instructors and rooms.

6.4. In general, constraints on Timetable variables will be as minimal as possible.

6.5. Conflicts that break policy will be resolved by the Registrar's Office in consultation with the Academic Dean.

6.6. The Timetable will aim to schedule at least 15% of courses in the late afternoon and evening to improve access for students.

6.7. The scheduling process is initiated in advance of the publication of the Timetable.

6.8. All requests for changes to the Timetable will be submitted by the Chairperson of the Department to the Registrar on a Timetable Change Form.

6.9. Faculty are responsible for confirming the assigned room meets instructional needs prior to the commencement of classes.

6.10. Booking of GPRC facilities will be prioritized as per the Facility Utilization Policy.

    6.10.1. The Scheduling & Bookings Coordinator must adhere to policy for the allocation of rooms and may reject a request if the following criteria are not met:

        6.10.1.1. Safety of the individuals using the space.

        6.10.1.2. Protection of the equipment and furnishings contained within the room.

        6.10.1.3. A technician or supervisor that is present to oversee the use of the room, unless otherwise authorized by the Scheduling & Bookings Coordinator.

        6.10.1.4. Maximization of learning opportunities for the College as a whole.

    6.10.2. Use of rooms cannot be blocked by reserving the room for a non-confirmed event or use.

    6.10.3. Requests for rooms must include sufficient lead-time for the set up and take down of equipment in the room, if required.

6.11. Additional courses or programs scheduled after the Official Timetable is complete will be assigned space as available.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Academic Council	• Approve and formally support this policy.
Vice-President, Academics and Research	• Review and formally support this policy.
Director, Student Experience	• Review and formally support this policy.
Registrar	• Ensure that staff follow all guidelines related to this policy. • Supervise activities related to this policy.
Deans	• Review the Official Timetable and submit appeals as required. • Review the draft timetable • Submit instructor constraints
Chairpersons	• Submit course constraint forms • Adhere to timelines • Review draft timetable • Review the Official Timetable and submit appeals as required
Scheduling and Bookings Coordinator	• Manage activities related to this policy. • Collect and review Timetable Change Forms. • Schedules courses, ensuring conflict free timetables for program blocks.

ACADEMIC TIMETABLE POLICY

8. **Exceptions to the Policy**

   8.1. It is recognized that there are times when externally mandated requirements, including Collaborative Program course offerings that affect the Timetable process requiring exceptions to the policy. Such exceptions will be reviewed, authorized and documented by the Registrar.

9. **Inquiries**

   9.1. Inquiries regarding this policy can be directed to the Registrar.

10. **Amendments (Revision History)**

    10.1. Previously Scheduling of Courses Policy - Approved by Academic Council: December 14, 2000

    10.2. Previously Scheduling of Courses Policy - Revised and Approved by Academic Council: March 10, 2003

    10.3. Previously Scheduling of Courses Policy - Revised and Approved by Academic Council: April 27, 2006

ACADEMIC TIMETABLE POLICY

Appendix 1 – General Procedures

1. The Registrar's Office initiates the process with the development and distribution of the Timetable timelines, followed by the distribution of the Constraint Forms to Chairs and/or designates by the Scheduling & Bookings Coordinator.

2. Each Chair is responsible for submitting the Constraint Forms to the Scheduling & Bookings Coordinator and using the DCU, while adhering tightly to the Timetable timelines, as late submissions impact the scheduling process for the entire institution.

3. Each Dean/Chair is responsible for negotiating and coordinating courses within a program block that may be shared across Departments.

4. Deans/Chairs and the Scheduling & Bookings Coordinator must negotiate and approve arrangements for shared space.

5. The Scheduling & Bookings Coordinator submits the draft Timetable to Deans, Chairs and Associate Registrar Advising and Articulation for review. Revisions must be returned to the Registrar's Office by the specified date after which a final draft Timetable is produced. Revisions not accommodated within this policy may be submitted to the Timetable Appeal Committee using the Timetable Change Form.

6. Changes made to the final draft of the Timetable must meet one of the following requirements:

    6.1. To improve student access.

    6.2. To manage changes to faculty workloads.

    6.3. To improve the availability of part-time instructors.

    6.4. To create resource efficiencies.

    6.5. To support enrolment targets.

    6.6. To provide student/instructor disability accommodation.

    6.7. To improve room suitability.

    6.8. To support curriculum delivery

ACADEMIC TIMETABLE POLICY

Appendix 2 – Procedure to Appeal the Timetable

1. An appeal to the Academic Timetable is submitted to the Timetable Appeal Committee through the Registrar.

2. Timetable Appeal Committee

   2.1. The Timetable Appeal Committee is responsible for making initial, significant revisions to the Timetable prior to its public release.

      2.1.1. The Timetable Appeal Committee is comprised of: the Academic Deans, Director, Student Experience, Registrar, Associate Registrar Advising and Articulation, an elected Academic Staff Member from the School under review, Scheduling and Bookings Coordinator, and a Students' Association representative.

   2.2. The Registrar chairs the timetable appeal committee.

   2.3. The Registrar collates all appeal requests and submits a summary to the Timetable Appeal Committee for approval or denial at the annual Appeal meeting, normally in February.

3. The Vice-President Academic and Research makes the final decision on conflicts, disputes, and appeal requests not resolved at, or submitted following, the annual Timetable Appeal meeting.

4. The Registrar notifies the Dean(s) of the decisions related to conflicts, disputes, and appeal requests.

ACACEMIC TIMETABLE POLICY

Appendix 3 – Procedure to Revise the Official Timetable

1. Changing the Official Timetable, once approved by the Timetable Appeal Committee or Registrar (as appropriate):

    1.1. The Scheduling & Bookings Coordinator completes the approved changes and coordinates the notification to registered students.

    1.2. The Scheduling & Bookings Coordinator changes the assigned room(s), providing the new room(s) will meet the required attributes.

    1.3. Where a request cannot be accommodated, the requester, the Registrar, and the Dean are notified.

2. Requesting a change in classroom:

    2.1. Any Chair may submit classroom change requests, with rationale, directly to the Scheduling & Bookings Coordinator.

    2.2. Where a request cannot be accommodated, the requester is notified.

ACADEMIC TIMETABLE POLICY

Appendix 4 – General Constraints

1. The schedule shall normally be from 0800-2200 (with the exception of some practicums, clinical placements, preceptorships, trades or similar applied and simulated learning experiences, which may begin earlier or end later).

    1.1. The college day is divided into three segments of time defined as:

        1.1.1. Day – starts at 0800 and ends by 1750

        1.1.2. Late Afternoon – starts at 1430 and ends by 1750

        1.1.3. Evening – starts at 1800 and ends by 2200

    1.2. Courses shall be scheduled using one or more of the following Timetable patterns:

        1.2.1. 50 minutes 1x/week

        1.2.2. 50 minutes 3x/week (not three consecutive days)

        1.2.3. 50 minutes 5x/week

        1.2.4. 80 minutes 1x/week

        1.2.5. 80 minutes 2x/week, separated by one day

        1.2.6. 80 minutes 5x/week

        1.2.7. 110 minutes 1x/week

        1.2.8. 110 minutes 2x/week

        1.2.9. 140 minutes 1x/week

        1.2.10. 140 minutes 2x/week

        1.2.11. 170 minutes 1x/week

        1.2.12. 170 minutes 2x/week, separated by one day

        1.2.13. 3 hour labs normally start at 0830, 1130, or 1430

    1.3. Spring and Summer courses may be scheduled using alternate Timetable patterns.

    1.4. Friday classes are scheduled using only the Day pattern from 0800 to 1750.

    1.5. There is a minimum of 10 minutes required between scheduled classes when students are moving between rooms at the same Campus.

ACADEMIC TIMETABLE POLICY

Appendix 5 – Instructor Constraints

1. Full-Time Faculty:
    1.1. An Instructional Day does not normally exceed nine (9) hours from the beginning of the first teaching hour to the end of the last teaching hour, except when clinical, lab, practicum, shop supervision or work experience is included in the workload.
    1.2. Instructional Time does not exceed six (6) hours in any day, except when clinical, lab, practicum, shop supervision or work experience is included in the workload.
    1.3. The maximum number of consecutive classes is three (3), and the maximum number of consecutive instructional hours is four (4), except when clinical, lab, practicum, shop supervision or work experience is included in the workload.
    1.4. The minimum break between courses after the maximum number of consecutive hours instructed is one (1) hour, except when clinical, lab, practicum, shop supervision or work experience is included in the workload.
    1.5. A minimum of twelve (12) hours elapses between the completion of instruction one day and the commencement of instruction the next day, except when clinical, lab, practicum, shop supervision or work experience is included in the workload.
    1.6. The Scheduling & Bookings Coordinator makes all reasonable attempts to accommodate individual faculty requests that have been approved by the Dean for reasons of:
        1.6.1. Religious accommodation.
        1.6.2. Family or dependent care for documented medical or disability reasons.
        1.6.3. Documented accommodations.
        1.6.4. Other individual requests for college-related initiatives, including scholarly activities.
        1.6.5. Travel time between Campuses.
        1.6.6. Other
2. Part-time Faculty:
    2.1. The Dean must approve instructional constraints.

ACADEMIC TIMETABLE POLICY

Appendix 6 – College Constraints

1. A Community Hour will be scheduled from 1130-1250 on Wednesdays to accommodate college-wide activities. This one-and-a-half-hour meeting time/block is excluded from the scheduling of courses.

ACADEMIC TIMETABLE POLICY

Appendix 7 – Student Constraints

The Timetable system considers the following constraints when scheduling courses. It is understood, however, that students may select options and electives according to their preference and convenience.

1. An Academic Block does not exceed twelve (12) hours in a day, except when it includes participation in clinical, practicum, lab, shop time or work experience.

2. The maximum number of scheduled hours for students per day is six (6), except when it includes participation in clinical, practicum, lab, shop time, or work experience.

3. The maximum number of consecutive scheduled hours per day is four (4), except when it includes participation in clinical, practicum, lab, shop time, or work experience.

ACADEMIC TIMETABLE POLICY

Appendix 8 – Room Rules

1. All instructional rooms must be scheduled through the Registrar's Office.

2. The Facility Utilization Policy determines room capacity and type.

3. Double or multiple booking of rooms for one learning activity is not permitted except with the permission of the Dean of the requesting school.

4. A program may specify a requirement for additional time prior to or following a scheduled activity to allow time for preparation, clean up and maintenance for labs or shops as needed.

ACADEMIC TIMETABLE POLICY

Appendix 9 – Timetable Change Form

Timetable Change Form

ACTION (Change or Delete)	Term	Course Name	Course Number	Section	Maximum Students Allowed	Start Date	End Date	Room	Instructor Name	Comments

Chairperson _____ Date _____

Dean _____ Date _____

Registrar _____ Date _____