

Academic Course Scheduling Guidelines

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In order to create a course schedule that will best accommodate the needs of the Faculties, the following guidelines have been developed.

Scheduling Requests

All timetable requests and concerns are to be made to the appropriate Dean/Unit Head or designate. The Dean/Unit Head or designate is responsible for communicating requests or concerns to Academic Scheduling, email is preferred.

Standard Meeting Pattern:

See attachment – Winter session academic meeting pattern and times

The ten-minute break time between classes is to be shared between the instructors occupying the classroom space. Whether the instructor has finished their class or setting up for their class, neither party “owns” the ten-minute break.

The purpose of the ten-minute break is to allow students to get to their next class in a timely manner. Instructors should finish class

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promptly and ask students to use designated office hours for questions. If conflicts arise with regards to the department, instructors should contact their department or faculty to assist with the resolution of the conflict.

Scheduling Priority and Room Assignment

Scheduling of academic classroom space on the Okanagan campus, with the exception of rooms identified as restricted, is managed by Academic Scheduling in Enrolment Services. Academic Scheduling may schedule courses into any academic space on campus, with the exception of restricted rooms, or move courses as necessary to more appropriate rooms

- a. Courses are scheduled on a first come, first serve basis and those in accordance to the standard meeting pattern
- b. Rooms assignment is based on projected enrolment
- c. Off pattern courses may be scheduled and will receive a room assignment with the appropriate approvals (or in May)
- d. Instructor requirements (will be considered after the final draft)

Adding New Sections

When adding new sections to the spreadsheet, please ensure all relevant information is included:

- Term(Term 1, Term 2, Term All as per Calendar term dates)
- Days and times the course will be offered
- Number of seats to be released
- Restricted/STT seats (if applicable)
- Course credit value

Term descriptions are (see Calendar for actual dates):

- a. Term 1 – Sept to Nov
- b. Term 2 – Jan to Apr
- c. Term ALL (1-2) –Sept to Apr

All changes should be made and saved on the draft copy sent by the Academic Scheduling. Scheduling drafts are submitted to the Dean/Designate for approval electronically, who will in turn submit it to the Academic Scheduling office for scheduling to be completed.

Scheduling courses off pattern

Sections scheduled outside the standard meeting pattern must have the approval from the Dean's office in order to be considered by Academic Scheduling.

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Academic Scheduling will provide guidance as to where non-standard time courses could best be accommodated in the course schedule.

Seat Fill Occupancy Rate

Departments must make every effort to achieve an 80% seat fill occupancy rate for use of classroom space. This translates to making use of 80% of the actual capacity of a space (ex: a room with 100 seats must have at least 80 students).

Departments with sections that do not meet the 80% seat fill occupancy rate may be moved into appropriately sized space.

Registration

Sections should be published and allow student registration to have registration reflected on the Faculty Service Centre in order to track utilization. The practice of creating several sections but only allowing students to register in one section prevents proper utilization tracking and is discouraged.

Course Moves

- a. A section scheduled into a room with a capacity of 100 or more seats will have their room assignment reviewed prior to the course roll. Sections that are under utilizing the assigned space based on past enrolments may be relocated.
- b. Sections may need to be moved to accommodate over-enrolled courses as well as Access and Diversity needs. Scheduling Services should be contacted when assistance in finding a larger room is required. Over-enrolment of sections is not recommended as availability of space is limited.
- c. In the case of requests for Audio Visual equipment, Academic Scheduling will attempt to find an appropriate classroom but due to the limited number of classrooms equipped with Audio Visual equipment we are unable to guarantee an A/V equipped classroom.
- d. Academic Scheduling may not accommodate requests to change section room assignments based on the proximity of the section to the department/faculty building or the instructor's office.
- e. Any section that is not using its assigned room to its capacity may be reassigned a smaller room.

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Room Assignment

In order to retain the room assignments the course section must:

- Be published
- Permit students to register
- Meet a minimum 80% seat fill

Sections not meeting the above requirements may have their rooms dropped.

Room Swapping

After the course schedule has been published and registration is over, departments may pursue a room swap in order to obtain a preferred room for a section.

For instance, a department may pursue a room swap where a currently scheduled course requires an increase to capacity where no alternative classroom spaces are available.

Step 1: Department seeking the room swap will contact Academic Scheduling regarding room swap options.

Step 2: Academic Scheduling will respond with a list of viable room swap options and contact information.

Step 3: Discussion/negotiation will begin with the department seeking alternative or preferred space by contacting the current holder of that space.

Step 4: If agreement is reached, the department seeking the space will notify the Academic Scheduling office with full details of the swap including copies of correspondence showing agreement from both parties.

Step 5: Academic Scheduling accepts/approves the submission, and will take action to execute the request.

Step 6: If no agreement is reached, the departments must seek resolution from higher up within the faculty.

Room Change Notification

Departments are responsible for informing students of room changes once the semester has commenced (ex: ENGL 112 001 has moved from ART 103 to SCI 374).

1. Academic Scheduling executes the room change request (room swap).

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2. Academic Scheduling responds and attaches a room change notification template in which the department may update and post outside the original classroom to inform student of the room change. Faculties are also encouraged to ensure that all students affected are notified of the room change via email.

Large Sections

Academic Scheduling should be consulted when significantly increasing enrolment or consolidating multiple sections into one larger section to ensure that a classroom is available. The consultation process allows faculties/departments to identify available date and time options in order to schedule the section that best meets the needs of the instructor(s).

Classroom Seating and Capacity

Classroom capacities are determined by Facilities Planning Infrastructure Development. Furniture in classrooms should not be removed from classrooms. The removal or displacement of classroom furniture affects all sections and gives the false impression that the official room capacities are incorrect and is prohibited.

Departments and Faculties should review the capacities of general use rooms when determining the appropriate number of released seats. Scheduling based on the room capacities will prevent under-utilization as well as over-enrolment of classrooms.

Accommodation Request – Students with Disabilities

Student Accommodation request will be initiated DRC Coordinator.

1. Provide DRC coordinator with room options and instructors teaching in the alternate or desired rooms.
2. DRC Coordinator will communicate with both instructors about the need for the room change and will contact us after he has confirmed the swap with both instructors.
3. Follow the normal room swap process is followed once confirmation has been received.