



Institutional Academic Timetabling Project Update: Consultation Plan and Key Principles

General Faculties Council

September 2018



Project Objectives

- 1. Annual Academic Timetable** to ease student stress in their program planning.
- 2. New Patterns** to improve student access to courses and increase patterns that are popular/important to faculty teaching .
 - 1 – 1.5 – 3 hour time patterns across the week
 - Increase in all, and especially 75 minute, patterns which are in high demand
 - Remove guaranteed Monday or Friday class from 1 x 3 hour patterns
- 3. Institutionally Coordinated** approach to timetabling to better understand demand and to improve student access to courses.
- 4. Institutional Enrolment Growth**
- 5. Reporting Capabilities** of the InfoSilem system will support Academic Units to,
 - Better understand seat demand and supply by program,
 - Inform practices and processes,
 - Influence future institutional decisions,
 - Work collaboratively with shared access to information.



Working with Academic Units

- Of specific interest to stakeholders is the consultation with academic units as follows:
- September 2018 ongoing
 - Consultations with Academic Chairs and timetabling contacts
 - Converted timetabling submission sheets will be reviewed to gather feedback about department needs, constraints, etc.
 - Opportunity to learn about department needs and to also share specific information about an updated approach as it relates to each department
- October 2018 – Open information sessions
 - Audience: Academic Unit Chairs, timetabling contacts, administrative contacts
- October and November 2018
 - GFC Updates



Draft Principles

The following draft principles have been crafted by the Academic Timetable Work Group. These principles are used to support decision making in the creation of our institutional timetable, to meet the needs of students, faculty and programming, and support an effective use of academic space resources.



Draft Principles

P1. Optimization of students' academic experiences;

- The institutional Academic Timetable is created such that it ensures:
 - A positive academic experience for students by constructing timetables with conflict-free core courses that are accessible,
 - The widest possible selection of elective courses, considering institutional resources, and
 - The ability for students to complete their program in a timely fashion.



Draft Principles

P2. Support the pedagogical needs of courses and programs; Pedagogy as a driver

- The class schedule should be designed to:
 - Meet the pedagogical needs of programs and courses,
 - Be timetabled into academic space according to required classroom properties to support pedagogy.



Draft Principles

P3. Endeavour to schedule course deliveries so that faculty members can balance their teaching, research and service activities;

P4. Units work together in a collaborative and transparent manner in order to meet the needs of a coordinated approach to timetabling and to resolve class-scheduling conflicts;

P5. Space is a scarce resource that is allocated in accordance with the priorities and plans of the University

- Reference: Space Management and Allocation Policy (2013)



Consultation Plan

The Consultation Plan has been developed with institutional stakeholders in mind. As the consultation takes place there will be a sensitivity to differences in culture and practice across campus. The following stakeholders have been identified:

- Provost Council
- Statutory Deans Council
- General Faculties Council
- Strategic Enrolment Operations Committee
- Classroom Governance Committee
- Faculty/School Councils
- Department Chairs & Administrative Assistants in those departments
- Information Technology Services
- Facilities
- Registrar's Office
- Enrolment Services
- University of Lethbridge Students' Union
- Graduate Students' Association



Project Work Plan

- The Project Work Plan has been designed to be comprehensive in its consultation with academic units, specifically Academic Chairs and/or those responsible for coordinating timetabling for each department
- A number of simulations have been scheduled which will incorporate information collected from the Chairs/timetabling contacts. This will assist stakeholders in using output (timetable and timetabling data) to make decisions about their department.

