



## **INSTRUCTIONAL SCHEDULING**

**#3-25**

Approved: June 15, 2005 by: President's Council  
Effective: June 15, 2005  
Date to be Reviewed: 2010

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### **POLICY**

**North Island College will allocate resources to serve the needs of the College as expressed in its mission, values and the College's Service Plan. The scheduling rules will be applied universally and courses and activities will be scheduled according to a system of principles and priorities, and in concert with pre-determined scheduling deadlines which will be posted.**

### **PURPOSE**

North Island College recognizes that scheduling is an inherently complex process. This policy shall be used to facilitate the process of scheduling instructional activities. It will establish principles, priorities and procedures to optimize student and instructor use of the College's physical facilities. The policy will ensure that the scheduling process is responsive, cooperative, consultative and flexible.

### **Scheduling Principles**

Instructional space is a College resource meant to be allocated to instructional activity in a manner that meets the needs of students and programs while maximizing the use of space and minimizing conflict.

The following principles apply:

- Recognize that all space belongs to the College as a whole, rather than departments, divisions, programs or individuals;
- Include all instructional space in the inventory of rooms to be scheduled;
- Schedule instructional activities to support students, teaching and learning;
- Include instructional space requirements in College program planning;
- Schedule instructional space to optimize student access to the College's programs and services;
- Maximize the use of instructional resources;
- Provide scheduling information to students, instructors, staff, administrators and communities in a timely manner;

- No bumping of instructional activities is permitted once the timetable has been posted unless authorized by the Vice President, Education; and
- Room and time assignments as defined by College-wide rules and constraints will be applied consistently.

### **Priorities**

Student and faculty schedules will be developed in accordance with scheduling principles and priorities that support learning and teaching. The following priorities will apply:

1. College instructional activity will have priority access to instructional space.
2. Instructional activities will be scheduled to meet the needs of students first.
3. In cases of conflict, transcriptable courses will have priority over non-transcriptable courses.
4. Priority will be given to programs that have special purpose space and support requirements based on the following criteria:
  - a) Safety;
  - b) Security;
  - c) Program Specific Equipment; and
  - d) Special Requirements (access, instructional method).
5. Once the timetable has been posted for the following academic year, scheduling will occur on an available space basis only.

### **GUIDELINES**

The Office of the Registrar will be the office of primary responsibility for holding and maintaining the Scheduling (Timetabling) Procedures Manual.

#### **Definitions:**

Instructional Activities: Lectures, labs, breakout groups, seminars, student studio/labs/shop use, practicum.

Instructional Resources: Personnel: faculty, lab technicians, teaching aides, lab monitors.  
Physical: space, instructional equipment (i.e. audio visual, chalkboard, white board, etc.), ITV, lab equipment, computers.

Instructional Space: Labs, theatres, traditional classrooms, shops, kitchens, dining room/bars, studios, computer labs.

#### **Cross Reference:**

See also Facilities Use Policy #7-02

See also Commercial and Other “Non College” Activity on Campus Policy #7-05