



A10.03.01 Timetable

Effective Date: March 22, 2005 Appendix II updated September 2007)	New: X
Replaced:	Revision:

Policy Statement

Douglas College believes that it has a responsibility to maximize the use of instructional space for educational purposes.

Purpose

The purpose of this policy is to guide the college in the optimal, efficient, effective and equitable use of educational space. This policy is designed to encourage and support course and examination scheduling that maximizes student access to the curriculum options provided by the college. The key focus of this policy is to provide students with optimal access and flexibility while maximizing space utilization and meeting curriculum and instructional space requirements.

Procedures/Rules Statements

Hours of Operation

The College will publish hours of operation for:

- a) Instructional activities
- b) Non-instructional activities
- c) Extra curricular activities

These hours of operation will be identified and published on a by campus and by semester basis. The hours of operation will be annually reviewed and revised (as required) and published in Appendix I of the Timetable policy and on the Douglas College web site.

Final exams will be scheduled Monday through Saturday and on Sundays as required.

Instructional Space Assignment

All instructional space is the property of Douglas College. The Douglas College Facilities Department has overall authority for managing space at Douglas College. The Douglas College Facilities Department has established four space usage/management categories that have different

space assignment procedures. The four categories and their respective space management procedures are defined below:

- a) Centrally booked space: Centrally booked space is all college use space not assigned to a specific Faculty or Department. All requests for centrally booked space must be submitted by designated Departmental staff to the Facilities Booking Office.
- b) Faculty/Department managed space: Faculties and Departments are assigned space that they manage for their specific educational purposes. This assignment of space is done annually by the Facilities Booking Office and is based on activity levels and specific program/service requirements. The Facilities Booking Office will circulate annually, to user groups, a list of all assigned space. Faculties and Departments will use an internally developed process to assign Faculty / Department managed space. Continuing Education Programmers will use a joint process to timetable space that has been assigned to Continuing Education.
- c) Single purpose space: Single purpose space is space that has been designed for a specific purpose (e.g. chemistry lab or Performing Arts Theater). Faculties/Departments offering the activity for which single purpose space has been designed will have the first option of booking the single purpose space. The Faculty/Department will inform the central Facilities Booking Office about the availability of single purpose space for other user groups. The Facilities Booking Office will book any available single purpose space once the office has received notification about residual single purpose space.
- d) Meeting room space: all requests must be submitted by Faculty or Departmental staff to the Facilities Booking Office.

The Registrar will set and communicate to all Faculties/Departments, on an annual basis; the date by which the timetable is due and they must assign all Faculty/Department managed space. Following this date, any remaining available Faculty/Department managed space will be booked by the Facilities Booking Office (see item b. above).

Faculties/Departments are expected to spread their timetable bookings, as evenly as possible, across the daytime and evening operational hours and across the entire week, in order to provide maximum utilization of physical resources and the widest possible range of timetable options for students. Faculty Deans, (subject to review by the Vice President of Education), are responsible for insuring course scheduling is done in a manner that best supports student access, curriculum based requirements and space utilization.

Faculty/Department requests for college-wide centrally booked space during daytime hours (8:00 am to 4:00pm) will only be considered if the Faculty/Department managed space during daytime hours (8:00 am to 4:00) is utilized at a minimum of 80% of capacity.

Faculty/department requests for college-wide centrally booked space during evening hours (4:00 pm to 10:00) will only be considered if the Faculty/Department managed space is being utilized at a minimum of 60% capacity.

Each year the Facilities Service Manager will review and provide to the Educational Division the daytime and evening Faculty/Department managed space utilization percentages for each Faculty/Department.

Timetabling Procedures

All centrally booked space must be assigned according to the established college matrix (see Appendix II).

In order to help students to plan their full course of studies and required finances, Douglas College will annually develop and publish a complete academic year timetable (fall, winter, summer).

Timetabling Changes

Changes after publication of the timetable are to be avoided, except for unforeseen circumstances, as students select courses and class times that fit with other life commitments (e.g. family and work). The most significant changes to be avoided are changes of time and/or campus. Normally changes will only be permitted for the following reasons:

- enrolment exceeds classroom capacity
- an unforeseen change in instructor (e.g. illness) requires a change in class time or to be able to find a suitable replacement instructor
- class size is lower than expected and therefore the original room assignment is not an efficient use of space
- another room comes available that is more in-line with the original room and technical equipment requested.

The appropriate Dean must authorize all changes to the timetable following publication. Faculties/Departments are responsible for notifying students of any changes that occur after registration begins.

Priorities for Central Space Booking

- Credit and/or FTE generating will be given priority over non-credit or non FTE generating courses
- All courses scheduled on matrix are given priority over courses scheduled off matrix
- Accessibility requirements for instructors with a disability are given priority.
- Saturday and Sunday scheduling will be done if requested at the new Westminster campus. The David Lam campus is not available for class scheduling on Saturdays and Sundays.

Event and Ad Hoc Booking

All instructional and instructional support classroom use has priority over non-instructional use. Normally event and ad hoc booking will have lower priority to credit and/or fte generating activities. If a case can be made that an event is critically important to the college=s core instructional activities and occurs with a high level of frequency, then it will be considered for assignment of designated (Faculty/Department managed) space. The office of Facilities Management receives requests for designated space. All requests will be reviewed and jointly adjudicated by the Vice President, Finance and the Vice President responsible for the area making the request (i.e. Education or Educational Services).

Managing Scheduling Overlaps

When no classroom space is available at the time requested the Facility Booking Officer will contact the Faculty/Department making the request and request the course be re-scheduled to a time when a classroom is available. At the time of advising the Faculty/Department of a conflict the Site Services Assistant will inform the Faculty/Department of all available classroom options (time and room number). Normally, more than one alternative will be offered. If none of the alternatives are suitable, the Facilities Booking Officer will contact the Deans/Directors of the areas impacted by the conflict. The Deans/Directors impacted by the conflict will, in conjunction with the relevant Vice President(s), work to resolve the scheduling conflict through negotiation.

Central Space Scheduling Pattern

All central space is scheduled on a central pattern (matrix). Adjustments to the timetable pattern are made from time to time following review by VPAC, the Facilities Booking Office and Education Council. Request and recommendations for adjustment of the timetable pattern (matrix) are received by the Vice President Education and reviewed initially by the Vice President's Academic Council.

The current (in use) timetable pattern is published in Appendix II of the Timetable policy.

College-Wide Meeting Time

The college timetable will provide two three-hour meeting blocks per week during which no classes are scheduled. The scheduling of these meeting blocks is published in the timetable matrix in Appendix II.

Appendix I

Douglas College Hours of Operation

NEW WESTMINSTER CAMPUS

General Access Hours:

M - F	7:00 a.m. - 11:00 p.m.
Sat	7:00 a.m. - 7:00 p.m.
Sun	7:00 a.m. - 7:00 p.m.

Instructional Hours:

M - R	8:00 a.m. - 10:00 p.m.
F	8:00 a.m. - 4:00 p.m.
Sat	9:00 a.m. - 4:00 p.m.

DAVID LAM CAMPUS

FALL AND WINTER:		SUMMER:	
General Access Hours:		General Access Hours:	
M - R	7:00 a.m. - 11:00 p.m.	M - F	7:30 a.m. - 6:30 p.m.
Fri	7:00 a.m. - 6:00 p.m.	Sat	Closed
Sat	8:00 a.m. - 5:30 p.m.	Sun	Closed
Sun	Closed		
Instructional Hours:		Instructional Hours:	
M - R	8:00 a.m. - 10:00 p.m.	M - R	8:00 a.m. - 6:00 p.m.
F	8:00 a.m. - 4:00 p.m.	F	8:00 a.m. - 4:00 p.m.

Please Note: Procedures for locking up building begin 30 minutes before closing (at both campuses).

Appendix II: [Douglas College Timetable Matrix](#) – Effective Fall 2012 (PDF)