

TIMETABLE AND COURSE SCHEDULING POLICY

Policy Name: Timetable and Course Scheduling	Responsible Owner: Vice President, Academic and Provost	Created: 2005 Mar
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A. PURPOSE

The purpose of this policy is to outline principles to guide both the scheduling of credit courses and the use of instructional space at Douglas College (the College), principles aimed at ensuring that students have optimal access to and flexibility in their course schedules while maximizing the College’s instructional space use. This policy also sets out the relevant decision-making authority in support of these principles.

B. SCOPE

This policy applies to all Douglas College instructional space used for the delivery of credit courses and to all employees and students of the College; it does not address the allocation or scheduling of use of non-instructional space (e.g., employee offices, meeting rooms).

C. DEFINITIONS

Matrix: The patterned arrangement across the weekly calendar of pre-set blocks of times and days of the week during which credit courses will regularly be scheduled; indicates class start and stop times, as well as protected non-instructional blocks set aside for College-wide events such as meetings and celebrations.

D. POLICY STATEMENTS

1. Douglas College recognizes its responsibility to maximize the use of instructional space, and to ensure that such space use is optimal, efficient, effective and equitable.
2. Priority for booking instructional and instructional support space (e.g., classrooms, computer labs, the Performing Arts Theatre) is given to the College’s core instructional activities, specifically to the scheduling of credit courses; non-credit courses, meetings, events, extra-curricular and other non-instructional or non-FTE-generating activity will be accommodated if possible without displacing credit courses.

3. Senior Management Team has authority to establish and approve the official Douglas College Matrix (see Appendix), which determines parameters for the scheduling of credit courses in order to maximize student access to curriculum options while meeting appropriate instructional space requirements.
4. The Vice President, Academic and Provost (VPA), in consultation with the Vice President's Academic Council (VPAC), has authority to set guidelines and priorities for the distribution of course offerings across the Matrix, and for the assignment of classrooms and other instructional space.
5. Notwithstanding the routine delegation of course timetabling to department and program Chairs and Coordinators, the College retains the authority to set guidelines for the creation of faculty teaching schedules; such guidelines are determined by the VPA in consultation with VPAC and in compliance with relevant provisions of the current Collective Agreement between Douglas College and Douglas College Faculty Association (DCFA) (the Collective Agreement).
6. Faculties/Departments are expected to spread their course offerings as evenly as possible across daytime and evening operational hours and across the entire week, in order to maximize the use of physical resources as well as provide the widest possible range of timetable options for students. Faculty Deans are responsible for ensuring that course scheduling is done in a manner that best supports student access, curriculum-based requirements and use of space, while facilitating timely program completion by students.
7. Any deviation from the approved Matrix (i.e., any scheduling of credit courses "off-matrix") requires the approval of the Faculty Dean; any scheduling of credit courses during official meeting blocks requires also the approval of the Vice President, Academic and Provost (VPA) and a formal variance from the Collective Agreement.
8. Changes to the scheduling of credit courses should be avoided after a semester timetable is published online and students begin to plan their studies and register in courses. When circumstances warrant changes to the published course schedule, the following principles apply:
 - a. Any change(s) to the day(s), matrix block(s) and/or campus on which a credit course is offered must be approved by the Faculty Dean; Faculties/Departments are responsible for informing any registered students of the change(s).
 - b. A change of classroom(s) may be warranted to maximize the efficiency of classroom use, when class registrations are significantly over or under the seating capacity of the assigned space, or to optimize the effectiveness of classroom use, when the space initially assigned does not meet the instructional or technical needs of the course (e.g., a lecture theatre was assigned when a seminar room or a computer lab had been requested) and the more suitable instructional space becomes available.
 - c. A change of instructor or classroom during the online registration period does not require notification of registered students.
9. The final exam schedule for credit courses is determined by the College Registrar. Final exams will normally be scheduled Monday through Saturday, and on Sundays as required.

E. PROCEDURES

The following related documents are available to internal College users on DC Connect:

- Course Scheduling/Timetabling Process: Overview (Gantt Chart)
- Course Scheduling/Timetabling Process: Classroom Swap Meeting
- Course Scheduling/Timetabling Process: Assigning Classrooms
- Course Scheduling: Rebalancing Classroom Pavilions within Academic Faculties

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

The following related document is publicly available on the College website:

- Douglas College Approved Matrix and Teaching Blocks (effective Fall 2012) (*see Appendix*)

The following related document is available to internal College users on DC Connect:

- Standing Committee on Course Scheduling Terms of Reference

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENTS

Current Collective Agreements are publicly available on the website of the BC Post-Secondary Employers' Association (PSEA).

- *Collective Agreement between Douglas College and the BC General Employees' Union (BCGEU)*
- *Collective Agreement between Douglas College and Douglas College Faculty Association (DCFA)*

APPENDIX

**Douglas College
Approved Full Matrix***

Effective Fall 2012

	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday	
8:30	1 st FECs 2 nd Dept/Full Fac Mtgs 3 rd EdCo 4 th DCFA 5 th PD Events	E	K	E	K	9:00	W2 19	
9:30		4↓	8↓	12↓	16↓			
10:30		F	L	F	L			
11:30		a	c	d	e			g
12:30		A	1	A	G			M↓
13:30		5↑	9↑	13↑	17↑	13:00	W3 20	
14:30	B	b	B	H	f			
15:30								
16:30	C	2↑	I	6	10	14	16:00	Meetings/Events
17:30								
18:30	D	J	D	11	J	15	W1 18	
19:30		3	7					
20:30								

*Typical Monday morning event block use is noted as information only and is not binding.

The following guidelines were distributed by the Vice President, Academic and Provost in March 2012, upon SMT approval of the then-new Matrix (see above), and were accurate at the time of circulation. Note: some details regarding typical event block use and scheduling of recurring meetings have subsequently changed.

College Guidelines for use of Meeting/Event Blocks

The new College timetable matrix will be implemented in Fall 2012. The Timetable Operations Committee recommended a set of guidelines for the use of meeting/event blocks to accompany the new matrix. The guidelines were distributed to elicit feedback. After reviewing feedback, the following recommendations were approved by Senior Management Team and will go into effect Fall 2012.

1. Faculty Education Committee meetings should occur on the first Monday of every month. Each Faculty can determine the start and end time of the meeting within the 3-hour meeting block.
2. Education Council should occur on the third Monday of every month, starting at 9 am.
3. The DCFA has requested the second Monday of every month for their monthly general meetings.
4. The fifth Monday of every month—there is usually one per semester—is reserved for Professional Development events.
5. College-wide meetings currently held on Wednesday afternoons should migrate to Friday afternoons.
6. Faculties and Departments can schedule their Departmental and Full-Faculty meetings on Mondays or Fridays as long as they do not interfere with recommendations 1-3.