



TIMETABLE AND COURSE SCHEDULING POLICY

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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 employees and students of the College, and to instructional space; 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 and/or FTE-generating activity; *ad hoc* events, non-credit courses, meetings, 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](#), 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 space utilization, and that facilitates 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 be scheduled Monday through Saturday, and on Sundays as required.

E. PROCEDURES

See [Standard Operating Procedures](#) (for internal users)

- 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

- [Douglas College Approved Matrix and Teaching Blocks \(effective Fall 2012\)](#)
- [Standing Committee on Course Scheduling](#) (for internal users)

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENTS

- Current [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)