To: Faculty of Science Council  
From: James D’Arcy, Registrar  
Date: August 12, 2014  
Re: Class Scheduling Policy – Item for Information and Discussion

**Background**

The Class Scheduling Policy is a new policy that is intended to provide guiding principles and direction to Class Scheduling at the University of Regina. The policy is necessary because of the substantive changes in practice from the old methods of scheduling in comparison to the implementation of Infosilem, the U of R’s new scheduling software system.

Faculty of Science Council has been identified as a major stakeholder group and is being requested to provide feedback. The anticipated effective date of the new policy is January 1, 2015.
Class Scheduling Policy

Number: University Governance assigns new policy numbers
Audience: University of Regina Faculty and Staff
Issued: January 1, 2015
Last revised: January 1, 2015
Owner: Registrar/Timetable Renewal Project Steering Committee
Approved by: Provost and Vice-President Academic
Contact: Manager – Registration, Scheduling & Exams – 306-585-5168

Introduction

An effective class schedule is one that facilitates learning, maximizes access for students within the constraints of classroom space and the number of instructional hours available, and accommodates a range of pedagogies. In developing the course schedule for students and instructors, the following goals must be balanced:

- Students should be able to take courses needed to graduate from their program in a timely manner.
- Classes should be scheduled to avoid as many course conflicts as possible.
- Classes should be scheduled to make the best possible use of the available space for teaching and learning activities.
- Instructors should be able to obtain schedules that permit them to integrate their professional duties of teaching, research and service in a reasonable way.
- In scheduling classes, the University must, if requested to do so, make accommodations under the provincial Human Rights legislation.
- Scheduling priorities should be scheduled equitably across all disciplines.

The purpose of this policy is to:

- define university policy as to the use and management of classroom space;
- establish and enumerate processes for allocating classroom space; and
- encourage the university community to make efficient and coordinated use of classroom space.
Definitions

- **Classroom Space** – is a university resource allocated to and managed by the Scheduling area of the Registrar’s Office. All academic units share access to classroom space to deliver courses.

- **Core/Required Courses** – Those courses a student must take in order to graduate from their program of study.

- **Daytime hours** – Classes with start times between the hours of 08:30 and 16:59.

- **Evening hours** – Classes with start times between the hours of 17:00 and 22:00.

- **Forced Meeting Day and Time** – A class that has been forced in the system to be scheduled on a specific day and/or time.

- **Standard Meeting Pattern** - An established pattern of class meeting times (see Appendix 1).

- **Tier 1 Accommodation** – A Tier 1 accommodation is an approved workplace accommodation or some other contractual obligation that the University has with a faculty member.

- **Tier 2 Accommodation** – An accommodation to a class schedule that does not fall into the definition of a Tier 1.

Policy

**Classroom Space**

Scheduled classroom space is a university resource allocated to and managed by the Scheduling area of the Registrar’s Office. All academic units share access to classroom spaces to deliver courses.

Classroom space will not be removed from the classroom pool unless formally approved by the University of Regina’s Space Allocation Committee.

Classroom space that is specialized in nature is not typically available for use for other purposes but may be utilized for other purposes in the event the space is not in use in a specific time period.

Campion College, First Nations University of Canada, and Luther College each manage their classroom spaces in accordance with the specific policies of each.
Standard Meeting Patterns

Standard meeting patterns will be used when scheduling most classes. A complete list of standard meeting patterns can be found in Appendix 1.

Non-standard Meeting Patterns

There may be some classes that need to be scheduled outside of standard meeting patterns (a one week intensive course for example). In these cases, forced entries to the system may be used.

Tier 1 Accommodation Requests

A tier 1 accommodation will be made for employees who have a temporary or permanent medical disability or who have a contracted teaching agreement to teach on a specific day and/or time.

Tier 1 accommodation requests will be respected 100% of the time.

Tier 2 Accommodation Requests

Reasonable efforts will be made to accommodate Tier 2 requests but the accommodation cannot be guaranteed.

Schedule Requirements and Deadlines

Designated individuals within each faculty are required to enter all pertinent information into the established timetabling system by the approved deadline dates.

Roles and Responsibilities

Registrar’s Office

- Has the overall responsibility for system implementation, maintaining scheduling rules in the system and that requests for Tier 1 or 2 accommodations have received the required approvals.
- Develops and maintains documentation related to class scheduling procedures.
- Works with Information Services to ensure appropriate training and training documentation is available.
- Has the overall responsibility for maintaining this policy.
Faculties/Departments/Colleges

- Entry of all pertinent scheduling data into the system by the approved deadline dates.
- Ensure that faculty members who are requesting Tier 1 approval have followed the established University process.
- Review Tier 2 requests from their faculty members and instructional staff.
- Ensure Tier 2 requests are valid and reasonable prior to entry into the timetabling system.
- Review and resolve appeals related to disputes on how policy is applied to the class schedule.
- Bring scheduling concerns to the appropriate individuals within their areas and/or the Registrar’s Office.

Consequences for Noncompliance

Non compliance with this policy could result in unnecessary delays in the time a student takes to complete a program, or other consequences that could impact the class schedule in a negative way.

Processes

Process to Reallocate Classroom Space for Another Purpose.

Proposals to reallocate classroom space for alternate purposes on a permanent or temporary basis are made to the Chair of the Space Allocations Committee (VP Administration).

The Chair of the Space Allocations Committee will schedule the proposal for review at a meeting (the next meeting or as soon as the agenda permits) of the Space Allocations Committee.

All decisions of the Space Allocations Committee shall be final.

Tier 1 Accommodation Approval Process

Tier 1 accommodation requests follow the established process of the Workplace Accommodation for Employees with Medical Disabilities Policy (EMP-080-005).
Tier 1 requests that are medical related but do not require a formal accommodation are reviewed by the Dean (or designate) for approval. In most cases the designate is the Department Head.

When a Tier 1 request has received the appropriate approvals, the Faculty/College will enter the constraint into the scheduling system. The confidential information related to the nature of the accommodation will not be entered into or tracked by the scheduling system in any way.

**Tier 2 Accommodation Approval Process**

Tier 2 accommodation requests are made to the Faculty/College Dean (or designate). In most cases the designate is the Department Head.

When a Tier 2 request has received the appropriate approvals, the Faculty/College will enter the constraint into the scheduling system for this purpose. The nature of the accommodation will be entered into the system and tracked unless the nature of the accommodation is confidential.

While every effort will be made to accommodate a Tier 2 request, the scheduling needs of the students of the University will take precedence. There may be some instances where a Tier 2 request cannot be accommodated.

From time to time, the Registrar’s Office will review the nature of all Tier 2 requests to determine if there is need to establish specific processes for common types of Tier 2 requests. New processes will be brought forward through the appropriate governance structure for approval.

**Nonstandard Meeting Time Approval Process**

Nonstandard meeting patterns are those that do not reflect the standard meeting patterns as identified in Appendix 1 of this policy.

Requests to schedule classes in a nonstandard meeting pattern will be approved by the Faculty/College Dean (or designate).

**Forced Meeting Day and Time Approval Process**

There are times when forced meeting days and times are required (i.e.; a Sessional Instructor or a contracted instructor that is only available on a specific day and time or a course that is offered for a full week for 7 hours each day).
Requests to schedule classes in forced meeting day and times must be approved by the Faculty/College Dean (or designate).

**Moving a Class Meeting Day and Time Approval Process**

There are times when after the master time table has been prepared, there is need to move the day, time, or location of class.

Requests to move the day, time, or location of a class must be made by the Faculty/College Dean (or designate) to the Registrar’s Office timetabling area.

The Faculty will assume all responsibility associated with notifying the Registrar’s Office and registered students of the change.

**Related Information**

- The Collective Agreement between the University of Regina and the University of Regina Faculty Association representing the University of Regina Academic Staff Members (2011 – 2014).
- The Collective Agreement between Campion College and the University of Regina Faculty Association representing the Campion College Academic Staff Members (2011 – 2014).
- The Collective Agreement between Luther College and the University of Regina Faculty Association representing the Luther College Academic Staff Members (2008 – 2011).
- The Collective Agreement between First Nations University of Canada and the University of Regina Faculty Association representing the First Nations University of Canada Academic Staff Members (2005-2008).
- Space Management and Allocation (OPS-40-005).
- Workplace Accommodation for Employees with Medical Disabilities Policy (EMP-080-005).
## Class Scheduling Policy

### Appendix 1

#### Standard Meeting Patterns

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