POLICY

Policy Title: Timetabling and Room Allocation Policy

Descriptors: 1) Timetable 2) Teaching Timetable 3) Room Booking 4) Ad hoc room booking

Category: Administration

1 Title
Timetabling and Room Allocation Policy

2 Purpose
To provide a policy framework for timetabling of teaching activities and ad hoc booking of teaching space across Edith Cowan University.

3 Organisational Scope
All Edith Cowan University staff and students

4 Policy Statement
The development of an efficient and effective teaching timetable is essential to allow choice for students, spread teaching workloads and make optimal use of teaching space across the University.

5 Definitions
“Activity” is a class attended by the student as part of a unit’s teaching requirement, such as a lecture, seminar or tutorial.
“Concurrent Unit Activity” is where two or more units share the same activity (i.e. they are in the same room at the same time).
“Unit Management System” is a computer application designed to capture information on unit offering options and upload the information into Callista Student Records System.
“Unit Offering Option” is the mode, semester and campus for which a unit is available.
“Ad hoc Booking” is an activity that is not part of a standard academic course.
6 Policy Content

6.1 Construction of Teaching Timetable.

6.1.1 Faculties are required to provide Unit Offering Options (UOO) information via the Unit Management System (UMS) within the timelines specified by Governance, Policy and Planning Services.

6.1.2 The construction of the teaching timetable will be based on the UOO information provided by the Faculty and administered by the University Timetable Coordinator, located in the Student Services Centre.

6.1.3 At the start of the teaching timetable construction process the Planning and Development Office will provide the University Timetable Coordinator with an update of available teaching rooms on each campus, including seating capacities, room details and equipment for each room.

6.1.4 All Schools and Learning Development Services (UPC) are to be consulted as part of the timetable process and each School or Faculty will nominate a Timetable Officer.

6.1.5 The School/Faculty Timetable Officer is responsible for co-ordinating the timetable process and ensuring that it operates in an efficient and effective manner within the Faculty in co-operation with the University Timetable Coordinator. Schools within the same Faculty competing for Faculty resources/rooms should negotiate amongst themselves for use of those resources/rooms.

6.1.6 The University Timetable Coordinator will assist in negotiations between Schools and Faculties when Schools from different Faculties are competing for the same central teaching resources. If the University Timetable Coordinator can not negotiate a solution the Director of the Student Services Centre or nominee will act as the arbitrator and if necessary make a final decision should a consensus agreement not be achieved.

6.1.7 The allocation of classes (activities) to timetable slots should be done in accordance with the University Timetable Grid.

6.1.8 If classes are offered twice on the same campus or across metro campuses in the same Semester, at least one offering must be allocated a slot according to the University Timetable Grid.

6.1.9 For large units with multiple laboratories or tutorial offerings, not all class offerings (secondary events) need to be allocated a slot according to the University Timetable Grid.

6.1.10 Classes normally to be timetabled between 8.30am and 9.30pm Monday, Tuesday, Wednesday, Thursday and Friday except for campus lunch breaks. Classes can be timetabled on the weekend.

6.1.11 The teaching timetable will include a common lunch hour, on at least one day per week, on each campus.

6.1.12 To ensure an efficient teaching timetable and where practical, unit activities will be spread evenly across the week ensuring optimal use of teaching space. Consideration will also be given to other resources impacted by the teaching timetable, such as parking and availability of equipment (eg multimedia or audio visual equipment).

6.1.13 In scheduling classes, the priority will be given to matching the size and the fit for purpose teaching space with the nature of the teaching activity and the number of students expected in the class. The Faculty/School is required to establish procedures to ensure accurate unit activity quotas are set.

6.1.14 Where a unit has an expected enrolment of less than 10 students, it will be allocated general teaching space only after other timetabling needs have been met. The exception to this is concurrent units with a combined enrolment of 10 or more students.
6.1.15 Tutorials and laboratories do not have to be timetabled directly after the lectures. Where possible every effort will be made to have tutorials follow the lectures but for logistical reasons this may not be possible for units with multiple offerings.

6.2 Activity and venue management

6.2.1 Where possible, the location of the teaching space will be matched with the precinct of the Faculty/School making the request.

6.2.2 Start times: All classes should normally start on the half hour at the prescribed time.

6.2.3 To facilitate an orderly change over of classes, lecturers and students shall vacate the room at least 15 minutes prior to the end of the classes’ scheduled time.

eg: 8.30-10.30am classes should normally commence at 8.30am and students should vacate the room by 10.15am.

6.2.4 Faculties/Schools are required to establish procedures to ensure that the Central Timetable Office is advised of any teaching space that is booked for a unit and is subsequently identified as not required prior to the start of semester or during a semester.

eg merged units, cancelled units, units with low enrolments.

6.2.5 At the start of each semester and examination period the Facilities Management Office will set up general teaching rooms in a configuration set by the Planning and Development Office. Staff moving desks and chairs in a central teaching room must return the room to its original configuration.

6.3 Publication of Teaching Timetable

6.3.1 The teaching timetable will be published at least two weeks prior to the start of the agreed re-enrolment period.

6.3.2 After the timetable is published, changes should only occur in exceptional circumstances. After publication, Head of School or Programme Director approval is required for changes to the day or time, or for the addition or cancellation of activities.

6.3.3 Changes will only be considered due to

Significant difference, higher or lower, between planned and actual enrolment numbers.

Loss of staff scheduled to teach activity and no other staff available at time activity has been timetabled.

Loss of venue due to damage or other unforseen circumstances.

Student enrolled in the activity has a disability that prevents them access to the timetabled venue.

6.3.4 Where changes to the 'published timetable' occur as outlined above in point 6.3.2 the relevant Head of School or nominee will be responsible for notifying the students and staff affected by the change.
6.4 Units requiring flexible timetabling approaches

6.4.1 Units employing flexible timetabling approaches will not be disadvantaged in the allocation of teaching space and the provision of services to those teaching spaces. The processes should ensure that Facilities and Services are notified that the room/s should be open and that services to them are required.

6.5 Ad Hoc Room Bookings

6.5.1 Where possible, teaching space not already in use according to the teaching timetable may be booked for ‘ad hoc’ purposes.

6.5.2 All ‘ad hoc’ bookings of central teaching facilities shall be made through the Facilities Management Office.

6.5.3 The Central Timetable Office must be consulted at all times where an ‘ad hoc’ booking for teaching space is made prior to the finalisation of the teaching timetable.

6.5.4 Every effort will be made to accommodate ‘ad hoc’ classroom bookings however, normal semester classes will have priority access to teaching space.

6.5.5 ‘Ad hoc’ bookings may be liable for a charge based upon the University Schedule of Charges.

7 References

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<th>AD052</th>
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<tbody>
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<td>Director, Student Services Centre</td>
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8 Contact Information

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