



Policy:	E-1.10
Approved By:	College Executive Team
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Policy Holder:	VP Education

SCHEDULING INSTRUCTIONAL SPACE

Purpose / Rationale

To establish College wide standards for scheduling instructional space and to define best practice for how it will be scheduled in order to maximize student access and space utilization.

Scope / Limits

This policy applies to all College space that is used for instructional purposes.

Principles

1. All space is College space and is recorded and reported in FIS (Facilities Inventory System)
2. Space will be allocated based on the scheduled and anticipated needs of the instructional activity. Where possible, instructional space will be allocated to create either program or discipline cohesiveness.
3. Non-base credentialed programming will have equal priority with base funded credit programming.
4. To maximize utilization, space will be allocated to meet maximum class, laboratory and seminar capacities. Where possible, like activity will be scheduled into like space and will match class, laboratory and seminar sizes to facility sizes.
5. To maximize utilization of College space, consideration must be given to scheduling instructional activities during day, twilight, and evening hours, 7 days a week.
6. To maximize student access, courses will be scheduled to achieve an even distribution of classes throughout the week.
7. An effort will be made to balance preferred and less preferred instructional space and time amongst courses.
8. Course schedules will be established in advance of the student registration process according to timelines established by the Registrar's Office.

9. All efforts will be made to ensure that classes are not booked into two spaces at the same time (i.e. Lab and Classroom).
10. The Education Management Team is responsible for the maximum utilization of college instructional space and will put in place reporting mechanisms to ensure regular audits are conducted.

A. General Rules

1. All instructional space must be booked through Student Records.
2. Space is booked based on anticipated need. In the event that the activity does not take place, the space is returned to Student Records.
3. Only a Dean or Director can authorize an adjustment after the final timetable is set.
4. Instructional activity is normally scheduled 08:30-21:30 Monday to Thursday, 08:30-17:30 Friday to Saturday.
5. Lectures for open sections will normally be scheduled to start at the same time of day throughout the week.
6. One hour classes start on the half hour.
7. One and one-half hour classes start at 08:30 or 10:00 or 11:30 or 13:00 or 14:30 or 16:00, etc.
8. Two hour classes start on the half hour 08:30 or 10:30 or 12:30 or 14:30 or 16:30, etc.
9. Three hour classes start on the half hour.
10. Instructors may reconfigure movable furniture to suit the class. The furniture should be left in its existing configuration at the end of the class to avoid having to move furniture twice.

B. Links to Related Policies

[E.1.2 Academic Schedule](#)

APPENDIX TO INSTRUCTIONAL SPACE POLICY

The following general guidelines are intended to assist Associate Deans, Chairs and other College personnel involved in scheduling. They are intended to ensure that scheduling facilitates the creation of optimal learning environments and opportunities for students. They are guidelines only and are in no way intended to add to, or vary from, the terms of the collective agreements between the College and its faculty.

Program Guidelines

1. Maximum scheduled program lecture hours per day is 6.
2. Maximum consecutive lecture hours is 4.
3. Changes of venue will allow 1 hour travel time.
4. One-hour lunch period between 1130 and 1430.
5. The maximum length of the scheduled day is 9 hours.
6. The maximum number of scheduled courses in a day is 5.
7. Time blocks may be specified by departments to accommodate arrangements for clinical, fieldwork, etc.
8. Scheduled supervised activity required during the semester is a priority activity. Unsupervised student activity in classrooms and labs is not a priority activity, and although it may be specified and booked once scheduling is complete, it may also be cancelled if necessary to allow a supervised class activity to take place.

Faculty Scheduling Guidelines

1. The maximum span of the scheduled day is 9 hours.
2. The maximum number of scheduled hours in a given day is 6.
3. The maximum number of consecutive lecture hours is 3.
4. The maximum number of consecutive hours is 5.
5. When an instructor teaches at two venues on the same day, a minimum transition time of 1 hour shall be allowed.
6. Lectures shall be scheduled such that no more than one class meeting of a section shall occur on a given day.
7. Where possible, classes in a given course will not be on consecutive days.
8. Faculty shall normally be assigned a workload that spans 5 days.
9. If faculty members are assigned a combination of evening and daytime classes, the earliest a morning class will occur is 1030 the following morning after an evening class.

Utilization Reporting Guidelines

1. Colleague is aligned with FIS regularly.
2. The use of instructional space will be reviewed by Physical Resources, Educational Research and Development, Student Services and EMOT to ensure maximum utilization and to identify any new or emerging issues.
3. EMOT is responsible for monitoring of effective use of instructional space. It will review any suggested changes to the use of instructional space, and make recommendations to the Director of Physical Resources. It will discuss issues related to the use of instructional space and resolve those issues that are within its scope, and make recommendations to EMT when required.
4. To enable effective monitoring of instructional space, ERD will provide reports to EMOT on the following schedule:
 - mid-October
 - mid-February

These reports should provide % utilization of each instructional space broken down into the following categories:

1. Day: 6:00 am – 3:30 pm
2. Twilight: 3:30 pm – 6:00pm
3. Evening 6:00 – 12:00 midnight