

Loyalist College Scheduling Principles

Loyalist College is committed to providing students with a conflict-free timetable that respects the following principles:

1. Post-Secondary courses will *normally* be scheduled between 8 a.m. and 8 p.m., Monday to Friday however, courses may also be scheduled on Saturday, Sunday or in the evening, as required.
2. Within the limits allowed by the faculty collective agreement, the quality of student timetables will take priority over faculty timetables.
3. In collaboration with other divisions in the College, instructional activity will have priority access to space.
4. Scheduling software will run all post-secondary scheduling data through the system simultaneously to ensure equity among the schools.
5. All courses required to be scheduled before 8 a.m. or after 6 p.m. will be given equal priority.
6. All other space requirements will be considered after approved timetables have been posted. Space requirements for clubs may be submitted after the first month of each semester start-up.
7. It is recognized that some programs or clusters of programs require dedicated space and/or restricted scheduling times.
8. No space may be traded or used except in accordance with allocations made by the scheduler.
9. All timetables will adhere to the faculty collective agreement:
 - a. The faculty workday will not exceed 8 hours.
 - b. The assigned number of contact hours per day will not exceed 6.
 - c. The maximum number of consecutive teaching hours in a day is 4 or no more than 3 consecutive one-hour classes.
10. Student timetables:
 - a. The maximum number of scheduled student hours in a day is 8.
 - b. The maximum number of consecutive student hours in a day is 5.
 - c. Student lunch breaks will be 1 hour in duration and must be scheduled between 11 a.m. and 2 p.m.
 - d. Breaks between classes will not exceed 3 hours.
11. Every effort will be made to provide an appropriate classroom or lab, based on requirements noted on the load sheet, including accessibility needs of students and staff.
12. All approved scheduling deadlines need to be met whenever possible.
13. All submissions to the scheduler must contain the most accurate forecast information available in regard to section size.
14. Forced courses should be avoided. When necessary, dean or designate approval is required as they must be scheduled first and therefore may have an adverse impact on the overall College timetable.
15. Changes required to draft timetables must be submitted by the dean or designate to the scheduler in writing, including where possible, a solution. Those changes deemed critical, i.e. addition or deletion of a section, enrolment exceeding room capacity, scheduling conflicts, accessibility/mobility issues (e.g. difficulty accessing the classroom, safety issues as a result of a blocked doorway), changes to teaching assignment, or equipment requirements will be addressed first. All other changes will be made provided there is minimal impact to the overall College timetable.

16. Changes required to final timetables should be of a critical nature only and must be submitted by the dean or designate to the scheduler in writing, including where possible, a solution.

These principles apply to all mandatory courses, however some exceptions may apply. Exceptions other than elective courses must be requested by the dean or designate and approved by the Vice-President, Academic.

Block-off Principles:

Every effort will be made to submit all block-offs on the excel spreadsheet template, with the dean or designates approval, concurrent with the scheduling data. If changes are required subsequent to this, the request must be submitted for approval from the Academic Management Team (AMT).

1. Each school will block off a one or two hour block to be used for: school-wide meetings, coordinator meetings and program meetings for full-time faculty members.
2. Full-time faculty releases will be reviewed and granted under the principles of the Ontario Human Rights Code and any applicable Collective Bargaining Agreement. Such releases may include: documented medical requirements, religious observance, or approved internal or external committee work. Exceptions require approval from the Vice-President, Academic in consultation with AMT.
3. Part-time faculty releases will be granted based on availability when the skill set required warrants the block-off, deemed Tier 1.
4. At the dean or designates discretion, other reasons for a block-off may be considered on compassionate grounds, deemed Tier 2.
5. The block-off request should be received by the dean or designate no later than one week prior to the submission of all scheduling data. The specific date will be set by the scheduler, included in the scheduling dates, and distributed to the deans' offices.
6. A college-wide block-off may be issued where appropriate.

Some exceptions to the block-off principles may apply. Exceptions must be requested by the dean or designate and approved by the Senior Vice-President, Academic and Student Success (SVPASS).

REPORT: At the end of each scheduling cycle, the Scheduler will provide a brief report to the SVPASS which will be reviewed by the Academic Management Team.

Definitions:

Program of Study The program of study (POS) constitutes a contract with students in a given cohort, in that they will be offered the courses published. The only changes that should be made during the term of a given POS, is as a result of a directive from MTCU or if 100% of the cohort agree, in writing, to a proposed change. This would normally be industry-driven.

The POS has a strict chain of approval and is instituted only when the Academic Management Team has provided their final approval.

The POS is a public document, housed on the web site for the information of prospective students.

Load Sheets

Load sheets allow faculty to further define their program of study by identifying the mode of delivery (lecture, lab, etc.), delivery pattern (1+2, etc.), start and end dates.

Load sheets inform the scheduler of the above as well as classroom type required, class size (maximum), number of sections, professors assigned to the courses.

Load sheets require dean, chair or academic manager approval only and are internal operational documents.

Academic Blocks

A group of courses in a program or cluster of programs that must be scheduled free of conflict.