

Policy Name:	SCHEDULING	 <p>coast mountain college</p>
Approved By:	Board of Governors	
Approval Date:	February 8, 2018	
Amendment Date:	N/A	
Policy Holder:	Education Council	
Policy Number:	EDU-005	
Category:	Education	

SCHEDULING

1.00 PURPOSE

Coast Mountain College (CMTN) delivers a variety of instructional activities and serves the needs of many students in the region. The intent of this policy is to provide a framework for efficient and effective use of available facilities and the instructional day. This policy provides guidance for setting schedules that are aligned with instructional needs, classroom sizes and stability for students to prepare for success in their studies.

2.00 DEFINITIONS

For a list of all definitions related to Educational Policies see: “Education Council Policy and Procedures Definitions”

3.00 POLICY STATEMENTS

- 3.01 The overall academic calendar is presented by the Registrar to EDCO for approval a minimum of three (3) years in advance.
- 3.02 Historic enrolment data, projected enrolments, and the strategic direction of the College must be taken into consideration when timetabling.
- 3.03 Courses required for specific credentials in which full time students have registered, should be offered frequently enough, and without conflicts, such that students who were accepted into those programs and guaranteed the opportunity to complete those credentials, will be able to complete them in the time frame.
- 3.04 For programs that require practicums, the College will ensure that a placement is secured for each registered student.

- 3.05 The College is the sole owner of all campus space, and wherever possible, the following considerations will be used for prioritizing the scheduling of rooms:
- i. Learning spaces (classrooms, labs and shops) created for specific disciplines and/or accessibility
 - ii. Learning spaces created for distributed learning
 - iii. Courses that need specific equipment (e.g., projectors, computers etc.)
 - iv. Space consideration for class size and/or special use
 - v. Courses with no specific technological or other needs
 - vi. Bookings for non-instructional internal use
 - vii. Courses offered by external organizations
 - viii. Bookings for non-instructional use by external organizations.
- 3.06 When scheduling, consideration must be made for appropriate support resources and/or technology constraints.
- 3.07 Due to the breadth of education offered through the College, instructional hours and class times are recommended by the program area to the Dean for consideration and approval.
- 3.08 Courses must be timetabled with the total hours as per approved course outlines.
- 3.09 The final ten minutes of the instructional unit will be used for transition.
- 3.10 The College reserves the right to cancel sections that are under-enrolled with sufficient time to notify students and faculty.
- 3.11 For courses with multiple sections, the timetable will be presented with some sections inactive to allow for expanded course offerings and to avoid cancellations.
- 3.12 Every effort should be made to maintain the timetable as originally published. In extenuating situations, sections that require time and/or room changes must be reviewed by the Academic Head/Coordinator/Chair and recommended to the Dean for final approval. Sufficient notice must be provided to students as these changes may result in scheduling conflicts.
- 3.13 Every effort will be made to minimize impact on students should sections change.
- 3.14 EDCO will work with the Registrar's Office to amend the Scheduling Procedures as operationally required.

4.00 PROCEDURES

See "Scheduling Procedures EDU-005P"