

University of Birmingham

Revisions to the Timetabling and Teaching Space Policy

Purpose of Paper

1. APRC is requested to consider and, if thought appropriate, approve a number of revisions to the Timetabling and Teaching Space Policy as summarised in this paper and included in full in Appendix 1, to take effect from the academic session 2012/13. The existing Timetabling Policy is attached in Appendix 2 for comparison purposes.

Proposal

2. It is proposed that two new sections be added to the Timetabling and Teaching Space Policy comprising details regarding the Common Timetabling System (CTS) and School / Department Timetabling arrangements. Other minor amendments to wording and tenses due to the stage of the Policy have also been made.

Background/Consultation

3. As part of the Integrated Timetabling and Space Management Project (ITSMP) it was agreed that the Timetabling and Teaching Space Policy would be reviewed annually to reflect the progression of the project. The substantive changes in this proposed version of the Policy reflect amendments that will be required to complete the 2013-14 Academic timetable (Sections 7 and 8 in Policy).
4. As part of the policy review process, the changes were considered by the project's Implementation Team which is made up of operational representatives with knowledge of timetabling from each of the Colleges, IT Services, Estates, Registry, Planning and Learning Spaces. The Implementation Team is chaired by the Director of Learning Spaces and CLAD. The team reviewed and commented on various iterations of the Policy before signing off the final version.
5. The Policy was also reviewed by the Consultation Group which is made up of predominantly academic and administrative staff from within the five Colleges, in addition to a representative from CLAD and the Guild. The Consultation Group is chaired by the Director of Education for EPS. The team reviewed and commented on the Policy before signing off the final version.
6. As two members of the Project Board hold the position of Chair for both the Implementation Team and the Consultation Group and have therefore commented on the policy, it was decided that this iteration of the Timetabling Policy would be approved by Chairs action by the PVC Education.
7. If approved by APRC the Policy will be submitted to LEG in June for approval and any changes there would subsequently be approved by the APRC Chair. The PVC Education is the Chair of LEG and also Chair of the ITSMP Project Board so will have seen and approved the policy prior to the LEG meeting on 7th June 2012.
8. After LEG the Policy will go to UEC in July 2012 for final ratification and any final amendments would be approved by the APRC Chair.

Specific changes to the Policy

9. The first Timetabling Policy represented the existing timetabling and teaching space management processes in existence at the start of the ITSMP project. This second version

is predominantly the same with minor wording / tense changes to indicate where the project is progressing, with the addition of two new sections dealing with the installation and use of the Common Timetabling System (CTS) across the University.

	Title	Change	Summary
1	Teaching Calendar	1.1.3 addition on how the CTS will display week ranges	One new sentence
2	Block Timetable	No change	No change
3	Teaching Space	Tense changes from 'will be' to 'is', reflecting current phase of Project.	Tense changes
4	Teaching Space Managed by LS Division	Minor re-wording at 4.2.2 and 4.6.3	Minor re-wording
5	TTAMU Space Allocation Process	Minor changes to reflect next stage of Project.	Minor changes
6	TTAMU allocation of Space to Non-Teaching events	No change	No change
7	Common Timetabling System (CTS)	New Section	New
8	School / Department Timetabling Process	New Section	New
9	Roles and Responsibilities	Minor changes	Minor changes

10. New Section – Common Timetabling System

This new section outlines the fact that the CTS is the now the University's exclusive system timetabling system for managing the academic timetable and that all University teaching space (UTS) and should be used by all Schools and Departments. It states that all rooms used for teaching, including School owned and specialist space must be reflected on the CTS to ensure that it is fully transparent and that the whole University timetable can be reported on through a single database. It also states that all of this information will be viewable on the web. Initial support arrangements for Schools and Colleges are also described, assuring them that they will be supported by both TTAMU and IT Services, with TTAMU being their primary link.

11. New Section – School / Department Timetabling Process

This new section outlines the responsibilities of the School / College timetablers to input all timetabling information required onto the CTS in line with University deadlines and using the agreed naming conventions and processes. It also indicates that School owned space should be utilised where possible and appropriate and all information needs to be put on

the system by the agreed deadline at which point Schools and Colleges should make no further amendments within the CTS.

Recommendations

12. APRC is consider and, if thought appropriate, approve
 - a. the revised Timetabling and Teaching Space Policy as laid out in appendix 1, to take effect from the academic session 2012/13;
 - b. the subsequent review process through the Learning Environment Group and the University Education Committee as detailed in paragraph 7 to 8.

Carmel Clifford

Timetabling and TAMU Manager

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