# Making More Informed Space Decisions from Your Existing Reports and Data| January 17, 2017
# Bruce Denis

Please find a list below of additional resources from the "*Making More Informed Space Decisions from Your Existing Reports and Data*" webcast. If you wish to print only certain resources, you may click their respective links to jump directly to them in the packet.

## Post-Webcast Resources

1. **BCIT Timetabling Guidelines** – *Pages 2-21* – This resource is the timetabling guidelines Bruce developed and used at BCIT.

2. **Room Week Utilization Example** – *Pages 22-25* – This document is an example of how Bruce visually illustrated room week utilization data

3. **Space Data Field Inventory** – This is an Excel spreadsheet that will automatically download when you click on the title.

4. **Meeting Preparation Checklist** – *Page 26* – This resource includes a chronological checklist of questions to ask prior to crucial conversations about space change.

# BCIT Timetabling Guidelines

For technology programs at the Burnaby Campus

Developed by the Timetabling Guidelines Task Group

October, 2016

# 1. Executive Summary

This revision of our existing timetabling guidelines focusses the document on the rules of scheduling (what is valid and what is not valid) and away from the processes.

### 1. Guiding Principles

- Successful timetabling is essentially a time-based, conflict-free allocation of space resources that matches a student group in an appropriate facility with the assigned faculty.
- All approved academic activity must be timetabled.
- Timetabling is a collaborative effort undertaken by schools and the Registrar's Office using common processes to develop a BCIT timetable.

### 2. Quality Indicators for Student Timetables

- Flexibility – to accommodate set schedules and individual schedules
- Balance – of hours in a day and days in a week.
- Clustering – Geographic proximity
- Exams – Based on policy 5203-7

### 3. Responsibilities and Accountabilities

- **Registrar's Office** - To produce and distribute conflict free timetables for academic space
- **Faculty Timetabling Representative** - To create conflict free student and faculty schedules that meet the quality indicators for student timetables

### 4. External Stakeholder Expectations

Expectations of contribution to the timetable development process have been set for the following areas:

- BCIT Academic Leadership
- IT Services
- Space Management Project
- Facilities, Campus Planning
- Audio Visual Services

### 5. Timetabling and Space Constraints

This section defines both the valid and invalid constraints around requesting space for academic use.

- Binding Constraints (Collective Agreements, quality indicators)
- Basic Constraints (Date, time, location and special needs)
- Room Attributes (Capacity, room type, special furniture, technology)
- Program Level (Program based space and timetabling requirements)
- Curriculum Level (Learning objects, Prep time, irregular scheduling)
- Faculty (setting expectations)

6. **Scheduling Priority**
   - Academic Activity
   - Internal Events
   - External Events

7. **Timetabling Development Process**
   This section sets expectations of stakeholders throughout the annual development of Technology timetables and defines the process for timetabling changes.

8. **Schedule of Timetable Development**
   Clarifies the responsibilities and deadlines involved in the annual timetabling rollover and new space request processes.

9. **Glossary**

10. **Appendix 1 - BCIT Timetabling Policy**

11. **Appendix 2 – FSA Collective Agreement**

12. **Appendix 3 - Timetabling Governance**
    Sets expectations for the Timetabling guidelines as a living document and details who is responsible for making changes and updates.

# Table of Contents

# 2. Guiding Principles

This Timetabling Guideline provides guidance, consistency and accountability to the successful and effective scheduling of all approved Institute academic activity for day-school technology programs. Successful timetabling is essentially a time-based, conflict-free allocation of resources that matches a student group in an appropriate facility with the assigned faculty.

### What does effective timetabling achieve?

Effective timetabling ultimately strives to ensure the best possible student experience. The Timetable is designed based on quality curriculum in the most appropriate learning space to support the delivery of excellent teaching and learning. . Effective timetabling also optimizes staff time and works towards a more efficient utilization of learning space.

### How is effective timetabling achieved?

All approved academic activity must be timetabled. Timetabling is a collaborative effort undertaken by schools and the Registrar's Office using common processes to develop a BCIT timetable. These processes are automated wherever possible with the objective of removing duplicate or unnecessary processes which compromise student timetables, diminish the student experience and waste staff time and resources.

# 3. Quality Indicators for Student Timetables

A quality student timetable is one that achieves balance, stability, flexibility and clustering to the greatest degree possible within the overall context of quality education and current realities. These quality indicators reflect the attributes and features of student timetables that support learning, readiness to learn and quality of student experience.

Students will have consistent access to the most accurate and up-to-date timetables for courses and exams in a timely manner.

**Flexibility**

- Flexibility should be provided for cohort scheduling and course-by-course scheduling. The set system is flexible enough to allow single students to register in a single course yet allows groups of students to have a common timetable.

**Balance**

- Minimum number of scheduled hours in a day is 3
- Maximum number of scheduled hours in a day is 8
- Maximum length of day is 9 hours
- Where possible, maximum number of consecutive hours should not exceed 5 hours
- Where possible, maximum number of consecutive unscheduled hours should not exceed 3 hours
- There should be an equity of schedule quality between different sets in the same program
- There should be an appropriate distribution of scheduling across the week.

**Clustering**

- Minimize the travel distance between classes, or provide adequate travel time

**Exams**

- For quality indicators for student exams, please refer to BCIT Policy 5103-7

# 4. Responsibilities and Accountabilities

## Timetabling Department, Office of the Registrar

The Timetabling Department is the coordinating centre of all scheduled learning space for day-school technology programs. All details of any scheduling of academic space must be in Banner.

**The Registrar's Office Timetabling Department is accountable for:**

- Producing conflict-free timetables for academic spaces in conjunction with Faculty Timetabling Representatives
- Distributing room timetables for posting on a regular basis as required
- Ensuring the quality of student timetable is maintained
- Optimizing utilization in available academic space
  - Scheduling space to improve utilization targets
  - Matching set sizes to room capacities
- Ensuring that valid constraints and scheduling guidelines are respected
- Establishing timelines for the production of timetables in consultation with the VP Academic office. Dates will be set to allow the completion of scheduling activity prior to term start.
- Communicating timetable changes to Academic Departments
- Assisting in training and supporting Faculty Timetabling Representatives

## Faculty Timetabling Representatives

A Faculty Timetabling Representative (FTR) is assigned by each academic area to facilitate any schedule changes affecting that area and relevant service departments by liaising with the Timetabling Department.

The FTRs will follow a consistent timetable process in order to create optimal schedules to meet the needs of the students and faculty (curriculum). FTRs should be given access to appropriate software tools by Information Technology Services (currently Cognos and Banner) and some training and support will be provided by the Registrar's Office Timetabling Department.

**The Faculty Timetabling Representative is accountable for:**

- Creating a conflict free student schedule in conjunction with the Registrar's Office Timetabling Department that meets the quality indicators for student timetables
- Creating a conflict-free faculty schedule
- Ensuring schedules accurately reflect faculty loading
- Communicating timetables to faculty and coordinate changes with the Registrar's Office Timetabling Department
- Submitting learning space, course and instructor assignments for scheduling prior to agreed-upon deadlines
- Communicating any changes to affected instructors
- Resolving conflicts with course schedules

- Ensuring changes are communicated only after being confirmed by the Registrar's Office Timetabling Department
- Liaising with Course File to confirm the courses to be scheduled
- Providing succession planning for their area; adequately preparing their replacement and clearly explaining the principles outlined in this guideline.

## External Stakeholder Expectations

Several areas at BCIT provide support or make decisions that impact our ability to deliver quality timetables to our students and make efficient and effective use of our space. The following expectations will ensure that stakeholders understand this impact, work effectively with the Registrar's Office Timetabling Department and Faculty Timetabling Representatives and enable the implementation of these guidelines.

**BCIT Academic leadership is expected to:**

- Consult Faculty Timetabling Representatives to understand the impact of enrolment decisions on Faculty loading, timetabling, space management and the overall student experience prior to decision-making
- Consider the Institute's best interest when making decisions that could affect space and timetables
- Advocate for, and respect the guidelines defined in this document.

**ITS**

- Maintain all approved systems that facilitate the development and distribution of timetables
- Refine and implement improvements and integration of institute timetabling systems
- Engage stakeholders in decision making and communicate changes to network and computer technologies (hardware and software) that may affect scheduling through the business processes defined in the Space Database Task Group
- Maintain and provide access and privileges to timetabling systems (Banner and Cognos)
- Maintain and publish computer software inventory for computer labs.

**Space Management is expected to:**

- Coordinate the stakeholders group to ensure space data is complete and accurate
- Facilitate the communication between stakeholders to match academic activity with appropriate learning space.

**Facilities/Campus planning is expected to:**

- Communicate changes about learning spaces to stakeholders, in a timely manner, through the business processes defined in the Space Database Task Group
- Ensure the physical attributes of learning spaces meet Institute teaching standards.

**Audio Visual is expected to:**

- Communicate changes in learning space technology to stakeholders, in a timely manner, through the business processes defined in the Space Database Task Group
- Communicate to stakeholders any expected unavailability in learning spaces for technology maintenance or replacement
- Ensure BCIT learning technology standards are applied in all academic spaces.

# 5. Timetabling and Space Constraints

Constraints reflect the space and time needs of a program of study to deliver courses to their students. Constraints can affect space management principles and timetable quality indicators. Only valid constraints as described below can be applied to programs, sets and courses. Academic Departments are accountable to submit space requests that respect valid constraints as they plan their timetable. All constraints are reviewed by the Registrar's Office Timetabling Department and only valid constraints are actioned during the timetabling process.

## Binding Constraints

- Quality of Student Timetable Indicators
- Terms of the Collective Agreements

## Basic Constraints

**Date(s)**

- Space requests must include both start and end dates and start and end times
- One-off bookings - for the purpose of making up a class, for examinations or to facilitate room renovations - will have the same start and end dates

**Day of week**

- Monday to Friday only

**Time of day (start and end time)**

- Start times must be on the half hour and the end time must be 20 minutes past the hour.
- Approval from the Associate Dean is required if the start time is not on the half hour.
    - This practice reduces room utilization and disadvantages other academic activity during that time period. Regardless of requested start time, bookings will be made beginning on the half hour.
    - This does not apply to approved meetings or maintenance booked in academic spaces.

**Geographic location**

- Where possible, Faculty Timetabling Representatives and the Registrar's Office Timetabling Department will schedule activity in the quadrant that provides sufficient travel time between buildings and rooms for students and faculty.

**Special needs for students and faculty**

- Special space needs will be considered for students or faculty with mobility or medical challenges.
    - Student requests will be initiated and processed by the Disability Resource Centre. The Disability Resource Centre will contact the Timetabling Department.
    - Faculty will submit doctor's notes to Human Resources for processing. Human Resources will notify the Registrar's Office Timetabling Department and the appropriate Faculty

Timetabling Representative of the requirements or the faculty accommodation and duration of the accommodation.
- All requests must be made as far in advance as possible.

## Room Attribute Constraints

These constraints describe the attributes needed in a room to deliver a course.

**Capacity of room**
- Room capacity should align with maximum course enrolment
- Placement of activity in computer labs will account for bookable capacity which requires additional student workstations to be available in case of downtime. The bookable capacity of a room is determined by IT Services.

**Space Type (Primary suitability of a space)**
- Classroom, Computer Lab, Theatre, other.

**Special Furniture Type**
- Deep classroom table (30" +), BYOD desk, drafting table, conference table, other

**Audio Visual Technology**
- Presentation Device, Document Camera, Transparency Projector, Sound

**Computer Hardware and Software**
- ***Instructor Computer Workstation****:* Faculty may request a learning space with an instructor computer workstation if a computer is not available from their department. Where the Timetabling Department cannot find a space with an instructor computer workstation, they will request the faculty member to arrange a loaner laptop computer from Audio Visual Services.
- ***Software:*** When requesting a computer lab, faculty must specify required software and respect the software request deadline cited in the Schedule of Timetable Development section.
- ***Hardware Type:*** Faculty may request a specific computer hardware type to match the computer activity planned for the course. In conversation with the program area, IT Services will determine the best match for course needs. Valid hardware types are: Mac, PC Workstation, Standard PC, Thin Client.

**Special Technology**
- Where programs require use of specific equipment with unique features that meet the pedagogical and technological needs of a course, with approval of the Associate Dean, they may request specific space.

**Secure storage for learning aids**
- Room has secure storage for learning aids to be stored when room is not in use by program.

## Program Level Constraints

**Home base**
- Home-basing is the practice of using a dedicated learning space as a study/project/hangout (non-academic, unsupervised activity) space for a set of students or a group of sets. Since this practice disadvantages other program areas that do not have access to the space for scheduled academic activity, home-basing must be approved by the Associate Dean.

**Double-booking of one CRN in multiple spaces for identical time periods**

- Only permitted in dedicated spaces or upon the written approval of the Associate Dean where seat and room utilization targets are respected.

**Field work, clinical and practicum requirements**

- These are valid constraints for the scheduling of academic activity. Consideration will be given to these constraints when scheduling term academic activity.

**Course delivery sequencing**

- Faculty Timetabling Representatives will give consideration to the logical sequence of curriculum delivery (lecture/labs, theory/practical) while recognizing that this constraint may result in inefficient utilization of space.

## Curriculum-Level Constraints

**Learning objects, training aids and classroom storage**

- Where the above are not portable, programs may specify rooms where their training aids reside on a priority basis.

**Prep time and clean up time**

- Prep time and clean up time may be required for lab materials or learning objects/training aids.

**Rollover/historical constraint**

- Space is allocated each term based on the constraints defined in this section. Room assignments may change on a term to term basis. Past space allocation of specific academic space does not guarantee current or future allocation of that same space.

.

**Scheduling of irregular time blocks**

- Where academic activity in a room does not begin on the half hour or end at 20 minutes past the hour, bookings must be extended to match the standard time block. This practice negatively affects room utilization and should be avoided wherever possible.
  Ex: Academic activity scheduled from 14:00 to 16:00 must be booked in a room from 13:30 to 16:20.

## Faculty Constraints

**Faculty/Instructor availability**

- Full-time faculty are expected to be available during normal scheduled hours as per the collective agreement.
- Only approved release (union, leave of absence) and overtime will be considered as a valid scheduling constraint with proper documentation.
- Consideration will be given to partially loaded faculty including part-time and contract faculty.

# 6. Priority Considerations

The priority levels below will be used as a guideline to match activity with the most appropriate space and to resolve timetabling conflicts in a way that is impartial and reflects institute priorities.

### 1. Academic Activity Priority Levels

| PRIORITY | ACTIVITY TYPE | REGISTRATION TYPE | DEFINITION |
|---|---|---|---|
| 1.1 | **Day school** | Cohort / block | Daytime, weekday academic activity where registration is cohort-based |
| 1.2 | **Exam week activity** | Cohort / block | Scheduled and invigilated exams during school-approved week for day school cohort activity |
| 1.3 | **Non-cohort activity** | Course-by-course | Full-term activity where registration is course-by-course |
| 1.4 | **BCIT Industry Services** | Course-by-course | Activity where registration is course-by-course with a maximum length of 10 days. |
| 1.5 | **One-off bookings** | Any | Approved supervised activity that requires one-time booking. Ex: Make-up exam, special labs |

### 2. Internal Event Activity

- Any BCIT activity that is not academic in nature based on the table above (General internal events, BCITSA clubs, BCIT faculty or staff meetings, BCIT student presentations)

### 3. External Event Activity

- Any non-BCIT use of academic space during core teaching times must be in consultation with the Registrar's Office Timetabling Department as articulated in the Timetabling Business Processes section.

# 7. Timetabling Development Process

Schools are expected to maximize, where possible, the use of any appropriate dedicated and/or priority space available to them before scheduling teaching activities into generally timetabled space.

Schools should not block-book priority space unnecessarily. Where a particular room is no longer needed as a result of changes in teaching structure, smaller enrolments, staff illness etc., the space should be freed up by cancelling the relevant booking.

Computer lab room assignments that have been made prior to the software request deadline are subject to change based on availability of software and software licensing restrictions. Software requests are based on course needs, not room preferences.

## Change Processes

Changes are to be implemented by the Registrar's Office Timetabling Department. It is the responsibility of each school to ensure that information used to prepare their timetable is accurate and subsequent changes are made only for valid reasons:

- New accessibility requirements become known
- Where a change better meets the quality indicators for student timetables
- Change in staffing for unavoidable reason (e.g. staff illness)
- Staff double-booking
- Student double-booking
- Approved change in staff availability
- Actual enrolment exceeds room capacity
- Actual enrolment does not meet minimum seat utilization standards
- Location becomes unavailable

Any other requests for timetabling changes require an Associate Dean's written approval.

Any movement of computer lab activity after the software request deadline must trigger a communication between the Registrar's Office Timetabling Department and ITS to ensure a balance between capacity matching, software deployment and ITS resources.

# 8. Schedule of Timetable Development

| Process | Responsible area | Timeline | | |
|---|---|---|---|---|
| | | 20XX30 (Fall) Term | 20XX10 (Winter) Term | 20XX20 (Summer) Term |
| **Rollover of courses** | RO Course File Dept. | 1st week of January | 1st week of April | 1st week of October |
| **Apply changes to courses** | RO Course File Dept. | January/February | April/May | October/November |
| **Room audit and changes** | RO Timetabling Dept. | January/February | April/May | October/November |
| **Reminder to programs to submit changes** | RO Timetabling Dept. | Last week of April | First week of October | Not applicable |
| **Faculty loading cleanup to course rollover** | Iterative between RO Timetabling Dept. and FTRs | April/May | Sept/Oct | Not applicable |
| **Submission deadline for program changes** | Programs | May 15 | October 1st | 1st business day in January |
| **Approved program changes are applied** | RO Course File Dept. | By June 15th | Last week of October | Not applicable |
| **Software request deadline** | Programs and ITS | 2nd Friday in June | 3rd Friday in November | 1st Friday in March |
| **Block registration begins** | RO Admissions<br>RO Student Records | Mid-June | 1st week of November | Not applicable |
| **Space request deadline for priority room stewards** | FTRs | June 15 | 2nd Friday in November | Not applicable |
| **Programs achieve conflict-free timetables** | FTRs/RO Timetabling Dept. | 4 weeks before program start date | 4 weeks before program start date | 4 weeks before program start date |
| **Student and Faculty timetables are released** | Programs | 2 weeks before program start date | 2 weeks before program start date | 2 weeks before program start date |
| **Academic space becomes available for event bookings** | RO Timetabling Dept. | 2 weeks before term start. | Term start. | No deadline |

# 9. Schedule Development Timeline

| 20xx30 Term (Fall) | 20XX10 Term (Winter) | 20XX20 Term (Spring) |
|---|---|---|

| Process | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Rollover of courses** | 1st week | | | 1st week | | | | | | 1st week | | |
| **Apply changes to courses** | | | | | | | | | | | | |
| **Room audit and changes** | | | | | | | | | | | | |
| **Reminder to programs to submit changes** | | | | Last week | | | | | | 1st week | | |
| **Faculty loading cleanup to course rollover** | | | | | | | | | | | | |
| **Submission deadline for program changes** | 1st business day | | | | 15th | | | | | Oct 1 | | |
| **Approved program changes are applied** | | | | | | 15th | | | | Last week | | |
| **Software request deadline** | | | 1st Friday | | | 2nd Friday | | | | | 3rd Friday | |
| **Block registration begins** | | | | | | Mid | | | | | | 1st week |
| **Space request deadline for priority room stewards** | | | | | | 15th | | | | | 2nd Friday | |
| **Programs achieve conflict-free timetables** | | | | | | | | Beginning | | | | Beginning |
| **Student and Faculty timetables are released** | | | | | | | | mid | | | | mid |
| **Academic space becomes available for event bookings** | Term start | | | | | | | 3rd week | | | | |

# 10. Glossary

These definitions for common terms are specific to the context of these Timetabling Guidelines.

**Academic Activity**

**Day School**
Daytime, weekday academic activity where registration is cohort-based.

**Exam Week Activity**
Scheduled and invigilated exams during school-approved week for day-school cohort activity

**Part-Time Studies**
Academic full-term activity where registration is course-by-course

**BCIT Industry Services**
Academic activity where registration is course-by-course with a maximum length of 10 days

**One-off academic bookings**
Approved supervised academic activity that requires single-day booking. Ex: Make-up exam, special labs

**Supervised**
Approved academic activity that requires a faculty member to be present. This activity must be timetabled

**Unsupervised**
Academic activity with a defined duration that supports independent or collaborative learning and accommodates the completion of required course work. This activity does not require the supervision of a faculty member. Examples include project work and computer scramble time.

**Booking priority**

- ***Dedicated Space***
  A learning space with a room steward (school) and room occupant (program) and a proprietary purpose. This space is typically not useful to other users because of furniture, technology, capital equipment or learning aids making it impractical to timetable for other activity. This space does not get released to the general timetabling pool.
- ***Priority Space***
  A learning space with a room steward (school) and room occupant (program) and a proprietary purpose. This space is useful to other users when it is not occupied by the steward. This type of space must be released to the general timetabling pool following the priority booking deadline.
- ***General***
  A learning space without a room steward. The activity in these rooms is assigned by the Registrar's Office Timetabling Department according to the constraints in this document.

**Clustering (geographic proximity)**
The geographic grouping of set/block activity to minimize travel time between classes and improve the student experience.

**Constraint**

Limitations placed on the timetabling of activity in a space. Constraints are directly related to room attributes (such as capacity and technology) and time (availability of students, faculty and space).

**Faculty Loading**
The term-based assignment of courses to available faculty

**Home-basing**
The practice of using a dedicated learning space for non-academic, unsupervised activity by a set of students or a group of sets/blocks.

**Learning aids**
Any physical object that is used to facilitate the delivery of curriculum or demonstrate the content of a module. May also be called training aids or learning objects.

**Room Steward**
The school or department responsible for stewarding a dedicated or priority space.

**Scheduling Priority**
Designates the priority given to a program for scheduling into the specific space.

> **Dedicated**
> This room is dedicated to a school or program because it has physical or operational features that make it unusable for any other program.
>
> **Priority**
> A school or program has priority scheduling into this space. Once their schedule is confirmed by the timetabling department, the space becomes available to the general timetable pool.
>
> **General**
> This space is available to all schools and programs equally.

**Set/Block/Cohort**
A group of students with a common timetable. This is called the 'set' or 'cohort' system. Banner terminology is 'Block Code': multiple, grouped CRNs that reflect a level/intake of a program.

**Space Management**
Space Management is a project within the VP Academic portfolio focused on facilitating increases in enrolment, improving the student experience and realizing operational efficiencies. The Space Management team achieves these objectives by understanding the needs of schools and programs, and working with stakeholders to find a solution to their space challenges.

**Student Timetable Quality Indicators**
The attributes of a student timetable that support learning and a quality student experience.

**Timetable Rollover**
In incremental timetabling, this is the annual process of using the current year's room assignments for academic activity to begin planning the next year's timetable.

# 11. Appendix 1 - BCIT Timetabling Policy

**Policy 5103**

## 7.0 Examination Scheduling

### 7.1 Full-Time Technology Courses

Final examinations are normally held during the published final exam period. In some circumstances where this is impractical, the Associate Dean may approve examinations to be scheduled in the week immediately prior to the exam period. Laboratory practical finals may be scheduled for the week prior to the final examination period.

BCIT's final examination period will be set prior to the start of the academic year. When an individual student is scheduled to write exams in consecutive time slots, he or she will be given a break of one hour minimum between exams.

No exam timetable changes will be allowed after posting, unless approved by the Associate Dean.

Assignment and monitoring of invigilators is the responsibility of the program associate dean. For invigilation guidelines, see Procedure 5103-PR1– Grading.

Instructors, or those in charge of administering examinations, are responsible for ensuring that proper security precautions are employed regarding the custody of examinations. A student with a disability, who has an approved accommodation plan, is responsible for scheduling his/her exams with the instructor(s) and the Disability Resource Centre (DRC).

# 12. Appendix 2 – FSA Collective Agreement

**Regarding the 3 hour Wednesday break:**

Article 2.1.8 Union Activities

2.1.8.1 Each employee shall be entitled, at no loss of pay, to a total of three (3) hours per week during regular hours of operation of the Institute, for the purpose of participation in Union activities, subject to Article 2.1.8.2 following.

2.1.8.2 The three (3) hours for participation in Union activities shall be scheduled during the Wednesday break period (1130-1430), unless the Parties mutually agree to another time or times which allow greater participation by the Employees while minimizing interference in the operation of classes.

**Regarding the current hours for the Wednesday break:**

**Memag# 08FSA21**

**MEMORANDUM OF AGREEMENT**

**between**

**the BCIT FACULTY AND STAFF ASSOCIATION**

**and**

**the BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

**RE: CHANGES TO THE WEDNESDAY THREE HOUR BREAK PERIOD (ARTICLE 2.1.8) (REPLACING 02FSA12)**

1. The parties agree that the Wednesday Three Hour Break Period will continue to be 1430 to 1730 hours.

2. The Institute agrees that it will make every effort to ensure that, during the General Membership Meetings scheduled by the Association during the Wednesday Three Hour Break Period, no classes, meetings or functions will be scheduled which interfere with an FSA member's ability to attend the Union meeting.

3. Additionally, the Institute agrees that it will make every effort to ensure that the Technology Representatives can attend the monthly Technology Representative Meetings scheduled by the Association during the Wednesday Three Hour Break Period.

4. The parties agree that circumstances may arise which prevent a Department from scheduling the Three Hour Break between 1430 and 1730 hours. In the event this situation is identified, the parties agree to meet and to agree on alternate Break Period arrangements for that Department.

for Paul Reniers
Executive Director
BCIT FSA

August 19/08
(date)

Clodine Sartori
Manager, Labour Relations
BCIT

September 9/08
(date)

# 13. Appendix 3 - Timetabling Guidelines Governance

The BCIT Timetabling Guidelines are a living document, intended to evolve with the needs of the Institute. This document forms a critical part of the overall BCIT space management strategy which is focused on increasing enrolment, improving the student experience and finding operational efficiencies. The Timetabling Guidelines Task Group researches industry standards and best-practices from similar institutions in Canada and abroad when making revisions to this document. The guidelines in this document are faculty-driven and reflect a common purpose across all schools.

**How is this document updated?**
The Timetabling Guidelines Task Group meets quarterly throughout the academic year to accomplish the following:

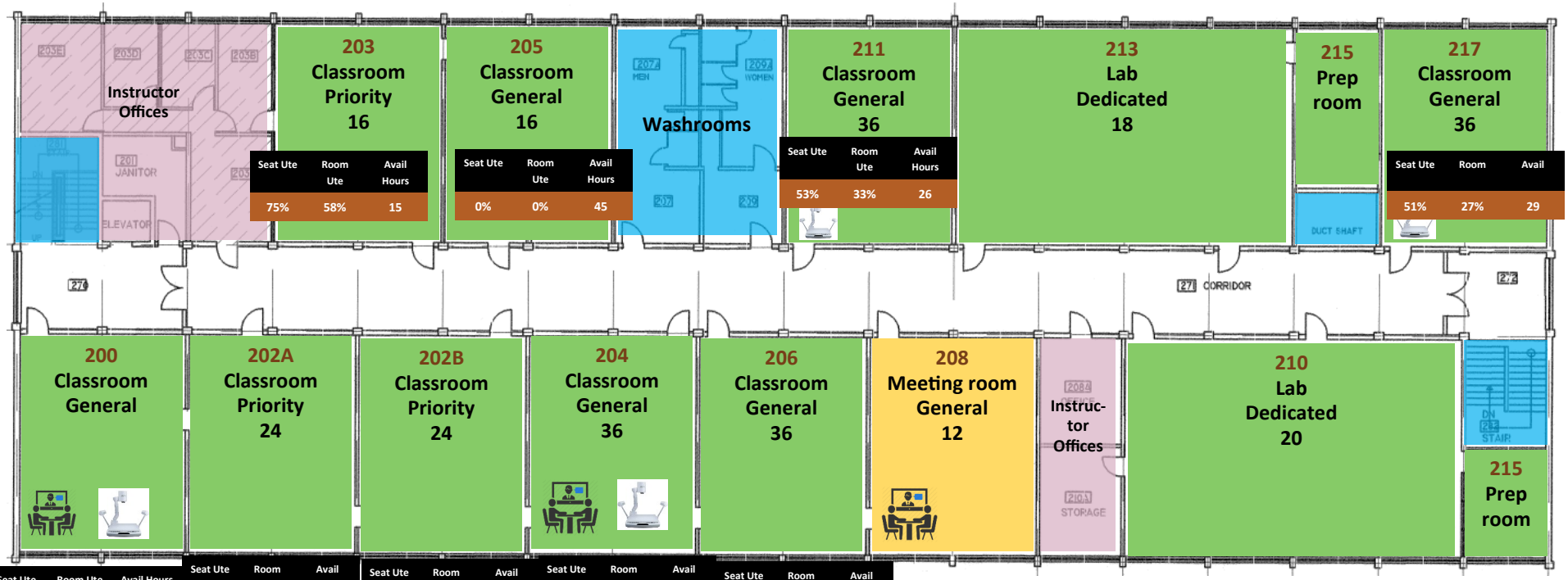
- Revise the guidelines document
- Discuss timetable-related challenges
- Discuss timetabling standards and best-practices
- Align these guidelines with evolving Institute priorities
- Develop strategies to communicate and socialize the guidelines with all stakeholders

**Who is on the Timetabling Guidelines Committee?**

- Manager, Educational Operations (Chair)
- Director, Educational Support Services
- Faculty Timetabler, School of Health Sciences
- Faculty Timetabler, School of Energy
- Faculty Timetabler, School of Business
- Faculty Timetabler, School of Computing and Academic Studies
- Faculty Timetabler, School of Construction and the Environment
- Registrar's Office Timetabling Department
- Manager, IT Services
- Director, Campus Development

# 2nd Floor

| Classroom Room Weeks |
| --- |
| 360 hrs - 218hrs / 40 hrs |
| **3.55 rooms** |




| Seat Ute | Room Ute | Avail Hours |
| --- | --- | --- |
| 75% | 58% | 15 |

| Seat Ute | Room Ute | Avail Hours |
| --- | --- | --- |
| 0% | 0% | 45 |

| Seat Ute | Room Ute | Avail Hours |
| --- | --- | --- |
| 53% | 33% | 26 |

| Seat Ute | Room | Avail |
| --- | --- | --- |
| 51% | 27% | 29 |

| Seat Ute | Room Ute | Avail Hours |
| --- | --- | --- |
| 38% | 44% | 21 |

| Seat Ute | Room | Avail |
| --- | --- | --- |
| 68% | 71% | 9 |

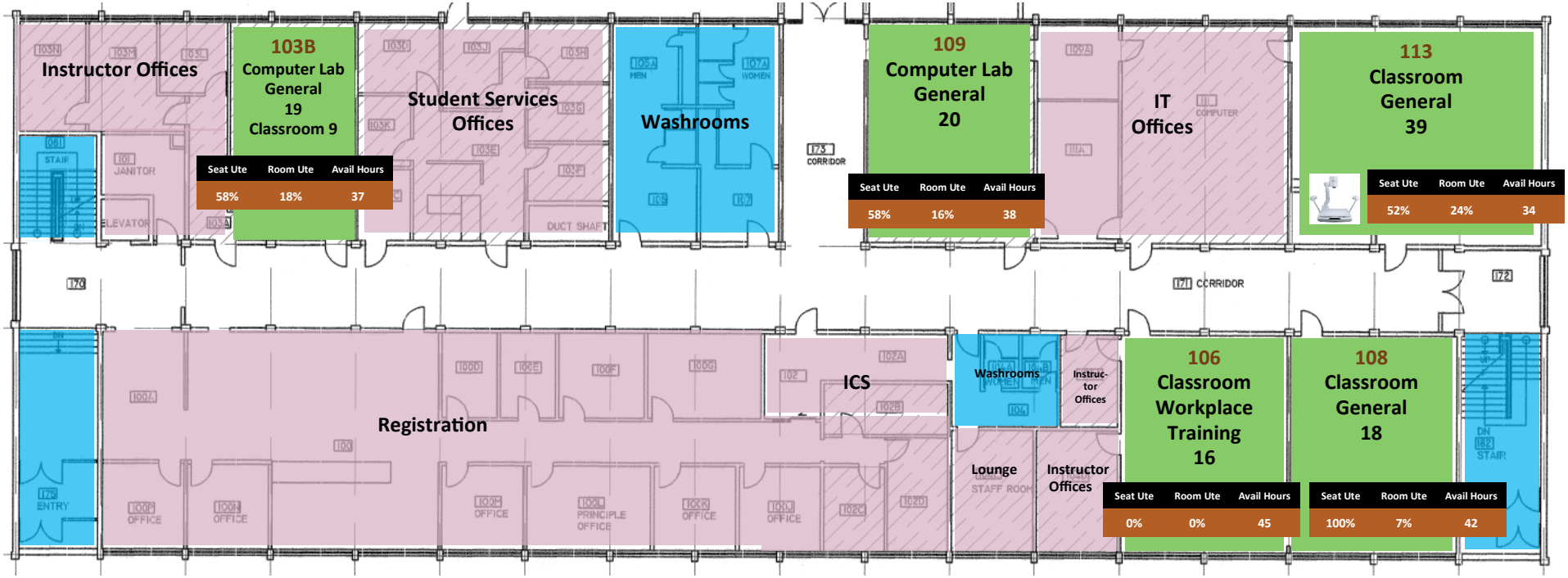
| Seat Ute | Room Ute | Avail Hours |
| --- | --- | --- |
| 90% | 44% | 21 |

| Seat Ute | Room Ute | Avail Hours |
| --- | --- | --- |
| 54% | 73% | 8 |

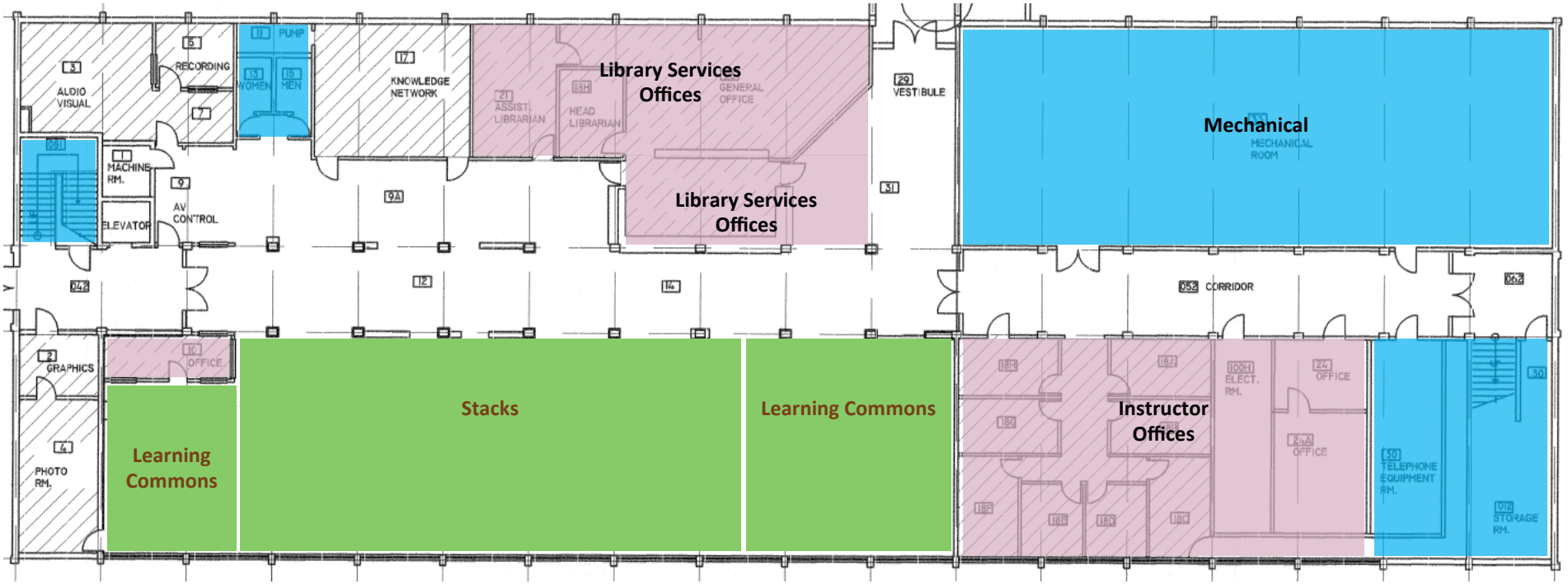
| Seat Ute | Room Ute | Avail Hours |
| --- | --- | --- |
| 60% | 62% | 13 |

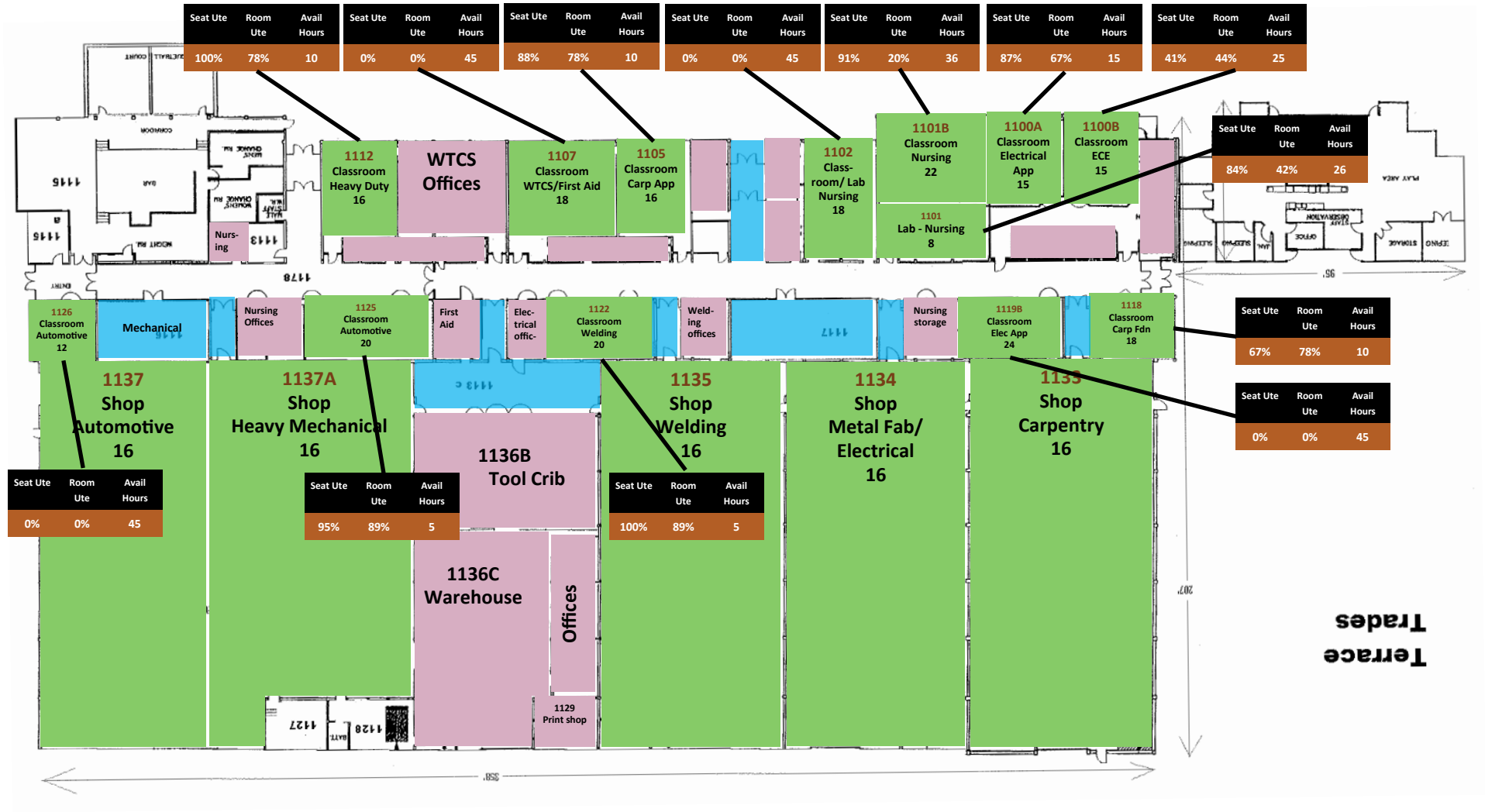
# 1st Floor

| Computer Lab Room Weeks | Classroom Room Weeks | Room Weeks Calculation |
|---|---|---|
| (76 hrs - 15hrs) / 38 hrs max | 120hrs - 14hrs / 40 hrs max | ((Max hrs available x # of rooms) - Total hours used )/ |
| **1.60 rooms** | **2.65 rooms** | Max hours available per room type |



# Basement


Library Services Offices
Library Services Offices
Mechanical
Stacks
Learning Commons
Learning Commons
Instructor Offices
AUDIO VISUAL
RECORDING
PUMP
WOMEN
MEN
KNOWLEDGE NETWORK
ASSIST. LIBRARIAN
HEAD LIBRARIAN
GENERAL OFFICE
VESTIBULE
MACHINE RM.
AV CONTROL
ELEVATOR
MECHANICAL ROOM
CORRIDOR
GRAPHICS
OFFICE
PHOTO RM.
ELECT. RM.
OFFICE
OFFICE
TELEPHONE EQUIPMENT RM.
STORAGE RM.


Seat Ute
Room Ute
Avail Hours
100%
78%
10
1112
Classroom
Heavy Duty
16
0%
0%
45
WTCS
Offices
88%
78%
10
1107
Classroom
WTCS/First Aid
18
1105
Classroom
Carp App
16
0%
0%
45
1102
Class-
room/ Lab
Nursing
18
91%
20%
36
1101B
Classroom
Nursing
22
1101
Lab - Nursing
8
87%
67%
15
1100A
Classroom
Electrical
App
15
41%
44%
25
1100B
Classroom
ECE
15
84%
42%
26
1126
Classroom
Automotive
12
Mechanical
Nursing
Offices
1125
Classroom
Automotive
20
First
Aid
Elec-
trical
offic-
1122
Classroom
Welding
20
Weld-
ing
offices
Nursing
storage
1119B
Classroom
Elec App
24
1118
Classroom
Carp Fdn
18
67%
78%
10
0%
0%
45
1137
Shop
Automotive
16
1137A
Shop
Heavy Mechanical
16
1136B
Tool Crib
1135
Shop
Welding
16
1134
Shop
Metal Fab/
Electrical
16
1133
Shop
Carpentry
16
95%
89%
5
100%
89%
5
1136C
Warehouse
Offices
1129
Print shop
Terrace
Trades

Making more informed decisions from your existing reports and data

Chronological checklist prior to crucial conversations about space change

**Data**

- Have you collected valid data about the spaces in question?
- Have you validated the data with the key stakeholders?
- Can you present the data in a way that is easily understandable and makes the solution obvious?

**Stakeholders**

- Do you completely understand the complexities of the space challenge?
- Have you identified all stakeholders? (include IT, AV, Facilities and Scheduling if they are impacted)
- Do you understand the needs of each stakeholder and separated them from the 'wants'?
- How will you improve the academic space for each stakeholder? (Improvement is a key component to space change)

**Support**

- Are key decision-makers aware of the space challenge?
- Do they support the principles of space management?
- Are they prepared to have an honest conversation about needs and wants?
- Are they informed enough to defend the principles of organizational space management to their staff and faculty? (If the answer to this is no, you will have a very difficult time effecting any change)

**Peer-to-peer accountability**

- Have you invited both the space-giver and the space-requester to the conversation?
- Are you ready to facilitate a transaction of space between peer faculty members?
- Do you have a proposed solution to the space challenge that meets all stakeholder needs?
- Have you started facilitating the meeting by introducing validated data and allowing the stakeholders to articulate needs, starting with the space requester?
- Can you clearly defend the question 'Why is this space change happening'?