

Timetabling Policy (GC)



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Timetabling Policy (GC)
Brief Description	This Policy identifies the objectives, scheduling principles and organisational arrangements that define the production of Griffith College timetables and use of central teaching space for teaching activities and ad hoc room use.
Responsibility	Academic Director
Initial Issue Date	05/09/2011
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
31/01/2017	2	Policy changes prior to December 2019 are found on H drive.	Academic Director
31/10/2022	3	Updated to reflect terminology of systems and reviewed for currency and accuracy	Manager Student & Academic Services (MG)

Related Documents

Name	Location
N/A	N/A

Contents

1	Purpose and Scope	3
1.1	Introduction	3
1.2	Purpose	3
1.3	Scope	3
2	Policy Statement	3
2.1	General Principles	3
2.2	Timetabling Software	3
2.3	Teaching Times	4
2.4	Development and Publication of Class Timetable	4
2.4.1	Roles and Responsibilities	4
2.4.2	Class Naming Conventions.....	5
2.4.3	Scheduling Constraints	5
2.4.4	Room Allocation	6
2.4.5	Timetable	6
2.4.6	Timetable Clashes.....	6
2.4.7	Timetable Changes.....	6
3	Responsibilities	7
4	Compliance	7
4.1	General	7
4.2	Relevant Legislation	7
4.3	Review	7
4.4	Records Management.....	7

1 Purpose and Scope

1.1 Introduction

This Timetabling Policy sets out the approach of Griffith College relating to the management of timetables and use of central teaching space for teaching activities and ad hoc room use.

1.2 Purpose

The purpose of this Policy is to identify the objectives, scheduling principles and organisational arrangements that define the production of Griffith College timetables and use of central teaching space for teaching activities and ad hoc room use. The primary objective is to produce a timetable that is equitable, takes into account the needs of both students and Teaching Staff, is student focused and maximises the efficient use of Griffith College space and resources. The needs of students will be given highest priority.

1.3 Scope

This Policy applies to all Griffith College timetable arrangements.

2 Policy Statement

2.1 General Principles

The Griffith College timetable is produced ahead of enrolments using academic requirements, constraint parameters and estimated student enrolments. In addition, historical enrolment data is used to validate predictions of estimated enrolments. All known requirements and constraints on the timetable should be considered prior to its production. This will facilitate a stable and complete timetable and minimise the need for changes once the timetable is published.

The Griffith College timetable is constructed for students. The needs of students will be given highest priority, reflecting the Griffith College goal to enhance the student experience and learning outcomes.

The needs of teaching staff will be considered where possible. Activities will be scheduled in patterns that produce manageable teaching times for teaching staff.

The timetable will be optimised to facilitate clash-free student enrolment in core courses, and maximise choice of elective courses, wherever possible.

Teaching activities will be scheduled at times and in places that are consistent with:

- facilitating student attendance and maximising student choice;
- the use of specialist teaching space for its designated purpose;
- occupational health and safety and fire code regulations; and
- utilising teaching space and resources effectively and efficiently.

The Griffith College timetable will be recreated each Trimester. Rolling the timetable will not be practiced due to the following:

- program structure changes;
- new programs being added;
- new courses being added;
- courses no longer being offered or being replaced;
- changes in course deliveries;
- day/night course rotation; and
- growth in student numbers.

2.2 Timetabling Software

The Griffith College class timetable is produced using the Student Management System and also relies on the Griffith College student portal.

2.3 Teaching Times

Core teaching hours are Monday to Friday between the hours of 8:30am and 9:30pm. Classes may be scheduled at any time during these hours.

Daytime teaching hours are normally between the hours of 8:30am to 5:30pm.

Evening teaching hours are normally between the hours of 5:30pm to 9:30pm.

Where necessary and as required, classes may be held on weekends.

2.4 Development and Publication of Class Timetable

2.4.1 Roles and Responsibilities

2.4.1.1 Manager Student & Academic Services:

- Understand and coordinate the timetable process from an institutional perspective to provide a fair and equitable timetable for stakeholders and clients;
- Update Fixed Trimester Structure document each Trimester;
- Maintain the Student Management System and Griffith College digital campus at all times to keep information current for the purpose of timetabling and enrolment;
- Determine casual teaching staff availability;
- Ensure accurate data is provided to Academic management staff to enable student number predictions;
- Enter timetabling data and conduct scheduling of the timetable with the aim of achieving optimal utilisation of teaching space and creating a win-win situation for all parties involved;
- Ensure classes are configured correctly in the Student Management System;
- Liaise with the Griffith University Class Timetabling Officer when required for room bookings;
- Liaise with Griffith University Technical Officers, Scientific Officers, and supervisors, when required, for laboratory bookings;
- Review teaching staff timetables in collaboration with relevant Academic management staff;
- Ensure teaching staff have access to timetables and process changes arising from the feedback received where possible;
- Ensure relevant Academic management staff have access to teacher timetables and various other timetable reports when required;
- Constantly monitor enrolments once they commence and adjust class sizes and status accordingly to ensure full classes are not impeding student enrolments. Advise Academic management staff of any enrolment problems; and
- Attend to enquiries from students, teaching staff regarding any timetabling and room booking problems, and room and scheduling clashes in a prompt and timely manner.
- Determine teaching staff availability and ensure data is updated in a timely manner

2.4.1.2 Academic Management Staff:

- Determine expected student numbers and allocate class numbers (e.g. number of learning experience, foundation and laboratory classes);
- Allocate teaching loads consistent with Griffith College policy, taking into account casual teaching staff overall duties;
- Check teaching staff timetables in collaboration with Manager Student & Academic Services; and
- Ensure effective communication between Manager Student & Academic Services and teaching staff.

2.4.1.3 Casual Teaching Staff:

- Advise Manager Student & Academic Services of course timetabling requirements (e.g. specialist facilities);
- Advise teaching availability (days, times, maximum hours etc), and any likely absences that may impact on course delivery;
- Read timetable when provided and Manager Student & Academic Services or Academic management staff of any concerns that may need to be addressed prior to the commencement of enrolments;
- Refrain from removing furniture or equipment from any teaching venues;
- Vacate teaching rooms promptly (i.e. 10 minutes before the end of the hour and vacate the venue without delay; and
- Leave teaching rooms in a tidy condition (e.g. whiteboards wiped clean; rubbish removed; computer, visualiser, and data projector logged off) and return all furniture to its usual position.

2.4.2 Class Naming Conventions

The following naming conventions are recognised as valid course components:

- Laboratory (Lab)
- Workshop (W)

It is expected timetabled activities will fall within the above recognised components.

2.4.3 Scheduling Constraints

The following scheduling constraints will normally be taken into consideration with the production of a Trimester timetable:

- clash rules derived from program structures
- casual teaching staff availability
 - staff availability to teach (preferences of teaching times)
 - inter campus travel constraints
 - late night and immediate early morning teaching will be avoided where possible
 - maximum allowed daily/weekly Trimester teaching hours
- course delivery
 - type and number of classes required
 - required resources and facilities, e.g. Griffith University lecture and laboratory rooms, lecture rooms, tutorial rooms, computer laboratories
- sequencing of learning activities (eg. Learning experience before Labs, classes with 3-hour Learning experience to be over 2 days, sequencing of classes etc.)
- estimated enrolments
- Diploma of Commerce/Hotel Management – two 1st Trimester and two 2nd Trimester courses to be scheduled in the evening
- Foundation courses to be scheduled during the day only
- travel time – to be allowed between campuses for programs that include cross campus teaching and staff that are involved in cross campus teaching. A minimum travel time should be provided as follows:
 - between Mt Gravatt and Gold Coast – 1.5 hours
 - between Mt Gravatt and Nathan – 30 minutes
- class allocation constraints.

2.4.4 Room Allocation

The Griffith College timetable will be optimised to ensure the effective and efficient use of teaching space and facilities across the week.

Room allocations will be determined based on the specified room type, equipment requirements and estimated class size.

When producing the Trimester timetable, teaching activities will be scheduled before ad hoc activities.

2.4.5 Timetable

The Griffith College timetable will be published to teaching staff in week 12 of the preceding Trimester on the College portal.

The Griffith College timetable is produced on a Trimester by Trimester basis.

2.4.6 Timetable Clashes

A timetable clash occurs when two or more core courses within a program, normally due to be completed in the same Trimester, are scheduled for delivery at the same time, on the same day in a particular Trimester. Under all circumstances such clashes are to be avoided.

Clashes between core courses and approved elective courses within a program, are possible particularly where alternative options exist. However, all attempts will be made to avoid such clashes.

Clashes between core courses normally scheduled to be completed in different Trimesters may occur on some occasions but will be avoided where possible.

2.4.7 Timetable Changes

Students enrolment decisions are usually made to best fit their academic interests as well as their family and work commitments. In an attempt to avoid disruptions, changes made to a Trimester timetable after enrolment commences will be kept to a minimum. Timetable changes after commencement of enrolment must be approved by relevant Academic management staff.

Changes to a Trimester timetable, after commencement of enrolment, should normally only be the result of unforeseen, and/or unexpected circumstances. Valid circumstances leading to possible changes may include, but are not limited to:

- changes to the availability of staff;
- unexpected staff turnover;
- changes to the estimated class numbers, due to changes to student numbers;
- changes to the availability of rooms due to equipment failure, or health and safety hazards; or
- reasonable adjustments to accommodate students with special needs.

Changes made to class timetabling after commencement of enrolments, are advised to affected students via their institutional Gmail account. Students are advised to contact their Program Coordinator if the change is perceived to have adverse consequences for them.

3 Responsibilities

Responsibility	DSAS	AD	PC/PA	SASM	PAC	All
Update of Student Management System (Programs, Courses and Study Plans)	A	C	C	R	I	I
Development and oversight of Program Structure	I	A	S	R	C	I
Assigning Teachers to Classes	I	A	R	C	I	I
Creation of Timetable	C	A	S	R	I	I
Changes to Timetabled Classes	I	A	R	R	I	I
AD = Academic Director, DSAS = Director, Student & Academic Services-SASM = Manager, Student & Academic Services, PC/PA = Program Convenor/Program Advisor, PAC = Program Advisory Committee; All = Staff, R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed						

4 Compliance

4.1 General

The Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website and digital campus.

4.2 Relevant Legislation

N/a

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive