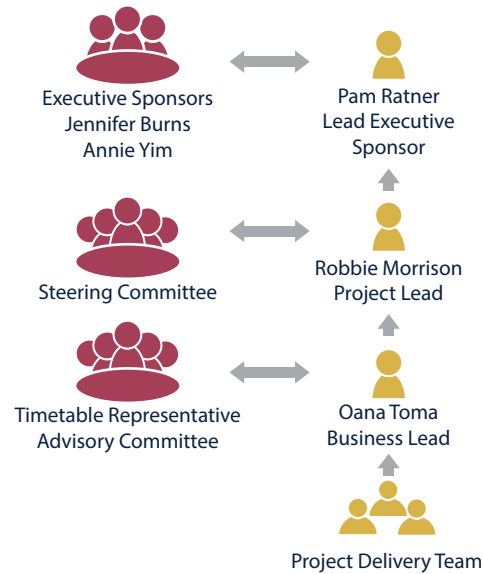# Vancouver Scheduling Project
Information Bulletin - February 2021

The strategic plan has identified education renewal, program redesign, practical learning, interdisciplinary education and student experience as key strategies. We will be teaching differently in the future and our infrastructure must support that work.

Dr. Pam Ratner
Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities

Project Governance

Executive Sponsors
Jennifer Burns
Annie Yim

Pam Ratner
Lead Executive Sponsor

Steering Committee

Robbie Morrison
Project Lead

Timetable Representative Advisory Committee

Oana Toma
Business Lead

Project Delivery Team

Collaborators/ Advisory

Learning Spaces Advisory Committee (LSAC)

Senate Academic Building Needs Committee (SABNC)

Senate Academic Policy Committee (SAPC)

Committee of Deans

Facilities Planning

Students

IT Services
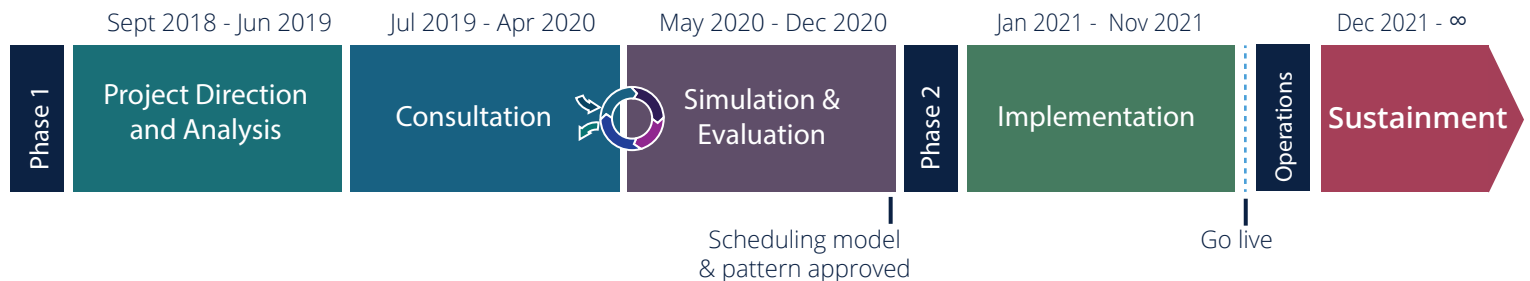
UBCO Scheduling Team

Faculty (Departmental Meetings)

Goals

◆ Support excellence in transformative teaching and learning.

◆ Achieve agility and ease in administration and user experience.

◆ Ensure optimal and effective use of the institution's teaching space and resources.

◆ Ensure reliable, integrated, and accessible data that enables informed and strategic decision-making.

◆ Support academic success.

Objectives

• Support the pedagogical needs of various courses and programs, which vary across disciplines.

• Provide scheduling stakeholders with flexibility and adaptability for innovation and change.

• Simplify, streamline and align scheduling practices and processes.

• Leverage functionality in existing scheduling software (i.e. Scientia) to gain efficiencies in human resources, business processes and teaching space resources.

• Ensure appropriate allocation of space based on teaching requirements and increase utilization of teaching spaces.

• Improve access and capture of accurate scheduling data to support more informed strategic decision making.

• Mitigate student schedule conflicts allowing for increased availability of core courses.

Project Timeline

Sept 2018 - Jun 2019	Jul 2019 - Apr 2020	May 2020 - Dec 2020	Jan 2021 - Nov 2021	Dec 2021 - ∞

Phase 1 — Project Direction and Analysis

Consultation

Simulation & Evaluation

Phase 2 — Implementation

Operations

Sustainment

Scheduling model & pattern approved

Go live

Vancouver Scheduling Project - Key Messages

◆ This project provides the University with an important and exciting **business transformation** opportunity.

◆ Evolution of our 20+ year old academic course scheduling model and pattern provides opportunities to **better align with the University's strategic plan** – to support transformative teaching and learning.

◆ Challenges with the scheduling system (i.e. Scientia) are due to issues with our current business processes, and are not technical in nature. This project will focus on better leveraging our current technology.

◆ **Community consultation and engagement** is integral to ensuring the successful implementation of scheduling solutions. This engagement will enable the project to better support staff, faculty and students during implementation and sustainment.

◆ **Governance** has been established to support **decision-making with a broadened institutional perspective**.

Implementation - Key Messages

◆ **The hybrid model and multi-block pattern will be implemented December 1, 2021**, which will be used to schedule the 2022W schedule.

Hybrid scheduling model: Academic units determine course dates and times, while Scheduling Services allocates general teaching space (GTS).

Multi-block pattern: Classes can be scheduled in 1, 1.5, 2, or 3-hour blocks with different combination of days in the week.

◆ The current two tier room priority system will be replaced by a **departmental zone room allocation model**.

In consultation with departments, a building will be assigned as a centroid for each course code. Centroids will serve as centre points for departmental zones. When assigning GTS, Scheduling Services will leverage Scientia to assign classrooms in the Primary Zone (within ~ 200 m of the centroid) and the Secondary Zone (within ~ 400 m of the centroid) where possible.

◆ Further work and engagement in collaboration with the community will be done to develop scheduling policies and to refine business processes and timelines.

◆ Project updates will be shared frequently with the scheduling community to ensure that important information is received in a timely manner.

◆ Multiple **training opportunities will be available in Fall 2021** to ensure that scheduling staff will be able to effectively and efficiently use new tools.

Implementation Timeline

PHASE 2											Go Live
Jan 2021	February	March	April	May	June	July	August	September	October	November	Dec 2021 - ∞

Scheduling model & pattern approved

Refine centroids, develop business processes and scheduling policies

Scientia scheduling system set-up and development of training materials

Training delivery

Begin scheduling using new model and pattern for 2022W Schedule