Vancouver Scheduling Project

Information Bulletin - June 2021

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

Multi-block Pattern

- 1 hour: M/W/F
- 1.5 hour: T/R
- 1 hour: M/T/R, T/R/F
- 1.5 hour: M/W, W/F, M/F
- 2 hour: M, T, W, R, F
- 3 hour: M, T, W, R, F

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Hybrid Model

Academic units determine course dates and times

Scheduling Services allocates General Teaching Space (GTS)

Consultation and Engagement

- *Academic Course Scheduling Operational Procedures*, timelines and business processes have been created with **a broadened institutional perspective** in consultation with stakeholders and project governance.

- Since May the **Vancouver Scheduling Project has met with 65+ academic units** from across UBCV to share information and respond to questions about the project.
    - Adjustments to business processes have been made based on stakeolder feedback.
    - We continue to be available for meetings with academic units to prepare for the 2022W schedule.

Scientia Web Data Collector (WDC)

- WDC is a web based, user-friendly Scientia tool.

- Dates and times from the 2021W schedule will be pre-populated in WDC prior to the system opening.

- Academic units can input course section information, room requirements and provide additional details in a comment box.

Academic Course Scheduling Operational Procedures

- The *Academic Course Scheduling Operational Procedures* will replace the current Course Scheduling Guidelines. **This document will help academic units in planning their 2022W schedule.**

- To ensure access to space, **up to 55% of course sections in GTS can be scheduled in Prime-Time** (10:00 am-1:59 pm).

- **Academic units will have the opportunity to review a draft schedule**; T-Reps and Scheduling Services will make required adjustments.

Next Steps

- **Training resources will be available in late summer** to ensure that academic units will be able to effectively and efficiently use new tools.
    - Resources will include: a Canvas course, scheduling manuals and drop-in sessions

- **Course section distribution reports will be shared with academic units in September.** These reports will show the percentage of 2021W course sections, per course code, that are scheduled in GTS during Prime-Time.

- **The Hybrid Model and Multi-block Pattern will be implemented November 22, 2021** and will be used to schedule for 2022W.

2022W Course Scheduling Timeline

November 2021	December	January	February	March	April	May 2022

Academic units utilize Scientia (WDC) to input 2022W schedule: Nov 22, 2021 - Jan 14, 2022

Scheduling Services allocates GTS rooms: Jan 19, 2022 - Mar 18, 2022

Draft schedule shared: Mar 21

2022W schedule published: May 2

Scheduling Services and T-Reps make changes Mar 21, 2022 onward