

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Scheduling of Instructional Space

EFFECTIVE DATE: June 21, 2024

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

- This policy applies to all employees, students, visitors, and contractors who are on any campus location of The Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).
- This policy applies to all instructional space at the College.

2. PURPOSE AND PRINCIPLES

Purpose

- 2.1** This policy provides guidance to ensure optimal scheduling for students and efficient use of instructional space.

Principles

- 2.2** Space is assigned to courses in a manner that accommodates the teaching and learning requirements of the course.
- 2.3** The effectiveness of student learning is the primary consideration to be given in the preparation of schedules. Priority for scheduling decisions shall be based on both the academic needs of students and the College's operational requirements to appropriately deliver the course.
- 2.4** Scheduling periods are established at the discretion of the College and respect the collective agreements in place at the time.
- 2.5** The College has a responsibility to keep the space in good order and to provide the appropriate amount and type of space for approved college activities.

3. DEFINITIONS

3.1 Scheduling Period

The scheduling period is comprised of the time(s) and day(s) per week within the academic period.

3.2 School (of Study)

A School (of Study) is a grouping of programs that share related subject areas.

3.3 Faculty

The term faculty is used to denote full-time, part-time, partial load and/or sessional academic staff roles, including professor, instructor, or individuals in a teaching capacity.

4. **POLICY**

4.1 The creation of schedules is coordinated and completed by the Office of the Registrar in collaboration with the Deans' Office.

4.2 Specialized instructional space may be allocated to a Faculty or School (of Study) on an ongoing basis; however, all space is the property of the College and therefore may be reassigned to address changing needs or priorities.

4.3 Non-specialized instructional spaces are scheduled each semester and take approved constraints into consideration.

4.4 Scheduling instructional space produces academic schedules that enhance the quality of learning while optimizing college resources.

4.5 Once released to the student, efforts will be made to maintain schedules as committed.

5. **ROLES AND RESPONSIBILITIES**

5.1 President

The President is responsible for the overall management and operation of the College. The President will ensure the policy is implemented and that compliance is monitored.

5.2 Vice President, Academic

The Vice-President, Academic is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

5.3 Vice President, Strategic Infrastructure, Indigenous and Learner Services

The Vice President, Strategic Infrastructure, Indigenous and Learner Services, is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

6. **EVALUATION**

This policy will be reviewed every five years or earlier if required.