

## Procedures – Scheduling of Instructional Space

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### 1. General

The following guidelines have been established to ensure that the process uses college space efficiently, that the rooms are assigned to courses in a manner that accommodates the instructional and learning requirements of the course, and that the process provides for optimal timetabling for students.

### 2. Scheduling Guidelines for Programs

- 2.1 Generally, courses may be scheduled any time between 07:30 and 22:00.
- 2.2 Scheduling periods are established at the discretion of the College.
- 2.3 Generally, the maximum number of free hours between courses is 3 hours.
- 2.4 A nutrition break will be scheduled for one hour between 10:30 and 14:30 where possible.

### 3. Scheduling Guidelines

- 3.1 Scheduling guidelines for all employees will adhere to all aspects of their respective Collective Agreements.
- 3.2 There will be a reasonable amount of time provided for students and faculty between consecutive classes scheduled at different campuses to accommodate travel and classroom setup.
- 3.3 All faculty will be available to be scheduled for any of the scheduling periods during the day and the week.
- 3.4 Faculty scheduling constraints will be reasonably accommodated as follows:
  - 3.4.1 College-approved committees;
  - 3.4.2 Medical reasons – documented with Organizational Development and Talent Management (formerly Human Resources);
  - 3.4.3 Religion reasons.

### 4. Scheduling Guidelines for Rooms

- 4.1 The maximum number of students allowed in a particular classroom or laboratory (lab) will be determined by legal requirements, health and safety considerations, the number of student spaces, and the number of workstations in the room.
- 4.2 Schedules will allow for the preparation, clean-up, or maintenance of classroom/lab, where required.
- 4.3 Courses with a recognized requirement for specialized instructional space will be given priority for use of the required space.

4.4 Classrooms and labs will be allocated in the following order of priority (subject to the discretion of the College):

4.4.1 Postsecondary activity (full-time and part-time);

4.4.2 Non-postsecondary part-time and corporate training activity;

4.4.3 Pre-approved student activity;

4.4.4 Contractual agreement activity;

4.4.5 Other requests.

#### **4.5 Resources & Reference Documents**

- Scheduling of Instructional Space Policy
- All Collective Agreements in effect
- Room Inventory
- Active contractual agreements
- Academic Delivery Plan