

## COLLEGE TIMETABLING POLICY

### 1. Genesis

The draft College Timetabling Policy is currently undergoing consultation with stakeholders prior to presentation to the Provost's Board. Its development now forms part of a programme of work formally included within the College's Operational Excellence initiative.

The original policy document grew from informal stakeholder meetings, lessons learned from an FoE space-sharing project last year and desktop research within the sector. Additionally, some policy was already extant – although not fully implemented - in the form of College Notices issued over the last few years. Now on its third version, the attached draft policy has been refined following scrutiny by attendees at an Operational Excellence workshop, the Vice President's Advisory Group (Education), the Timetabling User Group (TUG), the Operational Excellence (Space) Programme Board, and the DUGS forum.

To date, consultation with the student body has been limited to ICU representatives attending the groups listed above. However, a presentation to the ICU Council (10/03/15), two student drop-ins (17/03/15) and a Student Reps' survey have now been planned.

During the consultation process, it has become clear that College-wide roll-out will be a challenging process unless the support of the Union is secured. Although the priority is the 2015/16 academic year; all feedback will be used to inform the ongoing development of the policy in successive years. A rolling programme of implementation is vital to such an ambitious undertaking.

### 2. Highlights

Whilst feedback is invited on all aspects of the policy, the following points have been highlighted for your convenience:

- Teaching week (section 3) – esp. Wednesday afternoon (and UG/PG variation);
- Global events (section 4) – What about open days, RAG week (any other events that should be considered prior to the construction of departmental timetables?);
- Timetable construction and room allocation (section 5) – should there be a maximum no. of consecutive hours daily for students/staff? What other considerations should be included? Would you support the provision of 3 rooms for Horizons by each dept?
- Teaching room etiquette – should food and drink be prohibited in teaching rooms
- Student Individual Timetables (iCalendar) for all students (section 10; and section 12 for timescales);
- Section 11: Metrics – are these adequate (some listed are *currently* aspirational); Review – role of ICU in this process?
- Plan (section 12) - are there any challenges in respect of this high-level plan?

### 3. Action Required

Constructive feedback is sought on the draft policy document here presented, either during the Council meeting or by email to [j.crook@imperial.ac.uk](mailto:j.crook@imperial.ac.uk) by Friday 13 March 2015.