

College Timetabling Policy

Timetabling & Teaching Space Consultation

Operational Excellence (Space)



ICU Council Meeting 10/03/15

Context

- Operational Excellence Programme
- *Space is big. You just won't believe how vastly, hugely, mind-bogglingly big it is...* (Douglas Adams)
- Main areas of focus:
 - » Timetabling, room booking & space management systems
 - » Space inventory
 - » 'Room readiness'
 - » Timetabling
- Items able to impact on 2015/16 are *prioritised*
- But... **everything** is captured for ongoing policy development

What's the problem?

- Timetables published late (for some areas)
- Timetables incomplete (for some areas)
- Cross-departmental programmes disadvantaged
- Inappropriate rooms owing to local constraints
- Alternative booking systems in operation (e.g. Kx for Horizons)
- No timetable quality metrics in place (consistency, spread...)
- *Other problems..?*

A brief history of time(tabling policy)

- Initial stakeholder meetings – departmental timetablers (late Summer 2014)
- Desktop research (Higher Education sector timetabling policies) (Autumn 2014)
- Incorporation of lessons learned from 2014 FoE Pilot Project (November 2014)
- Production of policy version 1 (Dec 2014)
- Operational Excellence Policy Workshop (January 2015)
- Production of policy version 2 (February 2015)
- Vice President’s Advisory group Education (VPAGE) (February 2015)
- Consultation with Timetabling User Group (February 2015)
- Operational Excellence Programme Board (February 2015)
- Directors of Undergraduate Studies’ Forum (February 2015)
- Production of policy version 3 (March 2015)
- Faculty of Engineering (FoE) Teaching Committee (March 2015)



Capturing the student voice

- Sabbatical Officers' involvement (ongoing)
- Union Council (now)
- Survey - <http://tinyurl.com/spaceconsultation> (open)
- Drop ins:
 - » 17 March – Junior Common Room 12:00-14:00
 - » 17 March – Sherfield foyer (Level 1) 16:00-18:00
- Existing interfaces with committees etc. (e.g. Vice-Presidents Advisory Group Education (VPAGE), Faculty Teaching Committees (FTC))

Highlights

- Teaching Week (Weds pm, UG/PG variation)
- Global events (RAG Week? Others that *must precede academic timetabling?*)
- Timetable construction (esp. student experience factors, room consistency, consecutive hours... others? Must be measurable)
- Food and drink in lecture theatres?
- Student individual timetables (iCalendar) for all? Timings?
- Metrics and role of ICU in annual review?
- Plan – timings, publication...

What happens next?

- Student consultation (from March 2015)
- ... and *ongoing* feedback, please!
- Other Faculty Teaching Committees (March 2015)
- Production of policy version 4 (March 2015)
- Feedback to contributors (March 2015)
- Provost's Board (end March 2015)
- Implementation (*from* April 2015)



Thank you

Feedback required:

- By Friday 13/03/15; or
- Ongoing; or
- **NOW**

