

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	
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Revision:	

APPROVED: _____
President and CEO

POLICY

This policy of the Board of Governors is to provide a consistent and strategic scheduling process to facilitate a quality student experience and effectively utilize SAIT's resources. It will ensure that all teaching and learning activities are supported while optimizing access and use of space.

PROCEDURE

DEFINITIONS

Academic block Courses grouped together by term and program to be scheduled conflict-free.

Accommodation In relation to students, this refers to the process of making alterations to the delivery of services up to the point of undue hardship, so that those services are accessible to students with disabilities, as reviewed and approved by the Accessibility Services unit, Student Services Department. See procedure AC.3.16.1 Accommodations for Students with Disabilities for more information.

In relation to employees, this refers to alternative work arrangements due to health conditions or other personal reasons, as reviewed and approved by the Employee Services Department and/or SAIT Ability Management. See SAITNow or contact Employee Services for more information.

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Constraint	A restriction or limitation on the schedule due to student, room or instructor requirements.
Course section	A unique offering of a course.
Credit course	A course that is part of an Alberta government approved program and that has a credit value associated with it. It is included in the calculation of a student's grade point average.
General usage pool	Space that is available to be booked for any instructional activity.
Instructional activity	An activity required to meet a learning outcome in a SAIT credit or non-credit course.
Mandatory change	A change that is required to a published schedule to correct missing information such as an assigned instructor, the space allocation, and/or dates/times.
Mutual agreement signoff	A documented agreement between the school/department and the instructor setting out a mutual agreement for specific instructional schedules or loads, as required by the applicable collective agreements.
Non-credit course	A course that is not part of an Alberta government-approved program and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.
Non-instructional activity	An activity that is not required to meet a SAIT credit or non-credit course learning outcomes. Examples include but are not limited to student club activities, bookings for tours, etc.
Priority usage space	A room that is primarily scheduled for one program. A program with priority usage of a particular space will be booked into that space first; once full-time schedules are published, the space becomes available for booking by anyone.
Room attributes	Room characteristics such as furniture types, room layout (forward facing or pod), instructional AV, instructor

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workstation, flooring, sinks, student information technology infrastructure and tiered or standard layout.

Scheduling Appeal Committee The committee responsible for arbitrating decision items during the scheduling process.

Scheduling Timeline A document created annually and updated quarterly by the Office of the Registrar outlining the critical path of scheduling-related activities and associated timelines and deadlines.

Service course A course that is part of a program's graduation requirements but that another program/school/department delivers to that program.

GOVERNING PRINCIPLES

1. This procedure governs the scheduling of credit, non-credit and apprenticeship teaching and learning activities.
2. Instructional activities take precedence over non-instructional activities during the scheduling process.
3. SAIT as an institution, and not specific programs/schools/departments, owns and controls all space into which students are scheduled.
4. Successful scheduling creates conflict-free student, room and instructor schedules.
5. Schedules are created to optimize student experience and optimize space usage.
6. All credit programs and courses must be scheduled through the Office of the Registrar.
7. All non-credit programs and courses must be scheduled through either the Office of the Registrar or the Corporate Development, Applied Research and International (CDARI) division.

PROCEDURE

A. Roles and Responsibilities

1. The Office of the Registrar is responsible for:

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- a) Creating a scheduling timeline each year and updating it quarterly.
 - b) Providing training on the loading and scheduling tools as required.
 - c) Creating academic blocks or sections in alignment with the approved Strategic Enrollment Management (SEM) targets, in collaboration with the associate dean and/or academic chair or designate.
 - d) Updating the scheduling software with approved curriculum changes.
 - e) Creating conflict-free schedules that align with the approved curriculum hours.
 - f) Finalizing the timetable on time for publishing and student registration.
 - g) Monitoring the utilization of priority usage spaces and requesting the Scheduling Appeal Committee to consider reallocation of under-utilized spaces to the general usage pool.
 - h) Receiving Priority Usage requests from Academic Chairs and non-credit program organizers or designates.
 - i) Scheduling credit final exams.
 - j) Assigning appropriate rooms that meet the requested room requirements where possible and the requirements of instructors and students with approved accommodations. Note the following:
 - i) The Facilities Management department manages concerns with room conditions in a physical space.
 - ii) The Information Technology Services department manages concerns with the technology in a space.
2. Academic chairs and non-credit program organizers (or designates) are responsible for:
- a) Confirming the correct start and end dates are entered.
 - b) Confirming all required courses are entered.

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- c) Submitting accurate and complete data into the loading software as per the scheduling timeline / critical path, including:
 - i) Room attributes
 - ii) Ensuring entered data meets the requirements of the collective agreement.
 - iii) Hours scheduled meet curriculum requirements, including hours and delivery modality.
 - iv) Final exam requirements, as per section D of this procedure.
 - d) It is the responsibility of the academic chair for a program using service courses to coordinate with academic chairs for service courses in the planning of their schedules as well as when additional academic blocks or sections are added. Note that the academic chairs for service courses are responsible for loading information related to their service courses into the scheduling tool.
 - e) Reviewing schedules, sharing schedules with instructors and submitting corrections or verification/signoff on schedules as per the critical path.
 - f) Identifying the scheduling needs of students and instructors with approved accommodations to the Office of the Registrar as soon as possible, so that those scheduling needs can be addressed. Note that constraints are addressed separately, in section C of this procedure.
 - g) Working with instructors to obtain mutual agreement sign off when required.
 - h) Reviewing preliminary final exam requests with instructors to ensure requests have been accommodated before final exam schedules are published.
3. Instructors are responsible for the following:
- a) Using the space they have been scheduled for instructional activities; instructors may not move into campus spaces into which they have not been scheduled.
 - b) Informing the Office of the Registrar any time the booked room will not be in use.
 - c) Salaried instructors are responsible for validating their preliminary schedules before they are published.

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4. The Facilities Management department is responsible for:
 - a) Scheduling time and space to execute regular maintenance, repairs, renovations and major upgrades, and notifying the Office of the Registrar and relevant stakeholders. If necessary, the Office of the Registrar will block those rooms.
 - b) Determining where and when room reallocations, conversions and upgrades can occur, and notifying the Office of the Registrar and relevant stakeholders. If necessary, the Office of the Registrar will block those rooms.
 - c) Sourcing and allocating space for new and expanding programs.
 - d) Ensuring rooms are equipped with Facilities Management contact information for urgent room issues.
 - e) Maintaining and updating space and room related data on SAITWorks and Banner and ensuring alignment between Facilities Management and the Office of the Registrar. This includes:
 - i) Instructional space types and standards - For more information see Facilities Management SAITNow page.
 - ii) Room numbers and room names
 - iii) Maximum student capacity.
 - iv) Room stewardship
 - v) Room usage: priority or general pool
 - vi) Individual room attributes: ex. MB222 - dual AV, instructor workstation, 40 student chairs and desks, 3 white boards, etc.
 - f) Responding to opportunities, service requests or room issues related to the list below. For further information on Facilities Management services, and response times please refer to the Facilities Management page on SAITNow.
 - i) Life safety, building code (capacity/exiting), and regulatory compliance.
 - ii) Room layout and operations, capacity increases, furniture, and equipment.

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- iii) Emergency matters and general repairs and maintenance (burnt out lights, carpet repairs, plumbing leaks, ceiling tile replacements etc.)
 - iv) Environmental conditions (room temperature, noise, light levels, odors etc.)
5. The Information Technology Services department is responsible for:
- a) Ensuring underlying technology infrastructure and software integrations are available to the SAIT campus.
 - b) Partnering with schools/departments to provision learning spaces with the appropriate technology and software required to deliver curriculum that enhances the student experience. If necessary, the Office of the Registrar will block those rooms.
 - c) Scheduling time to execute information technology maintenance, repairs, renovations and major upgrades.
 - d) Responding to classroom technology concerns, including network, Wi-Fi, audio visual, computers and software.
 - e) Providing guidance on technology solutions in learning spaces.
 - f) Ensuring rooms are equipped with ITS HelpDesk contact information for urgent room issues.

B. Scheduling Guidelines

1. Schedules must adhere to SAIT's collective agreements and ensure exceptions receive mutual agreement.
2. Whenever possible, credit programs and courses should be scheduled within terms, including the mid-term breaks. Exceptions to this for new programs and/or new courses must be approved by the Vice President, Academic or delegate.
3. Change requests after a schedule has been published may require approval as per Schedule B, Process for Changing Schedules after Publication, an Associated Document to this procedure.
4. To optimize room utilization and ensure maximum room booking options, instructors will inform the Office of the Registrar Scheduling team by email any time they know proactively that they will not be using their booked space (day-of sick leaves do not

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need to be reported), so that the Office of the Registrar can release the space booking and inform other departments of the availability of the space. An example of such a situation would occur when, as per the pre-planned course map, an instructor knows they will not be using their assigned room on a particular day because their students will be away on a field trip.

5. Double or multiple room bookings for the same instructional activity are not permitted except with the Scheduling Appeals Committee's approval.
6. A program may specify a requirement for a reasonable amount of additional time prior to or following a scheduled activity to allow time for preparation, clean up and maintenance for labs or shops as needed.
7. When scheduling conflicts arise, the Decision Matrix, Schedule C, an Associated Document to this procedure, is intended to be used by the Scheduling Appeals Committee to guide arbitration decisions.

C. Use of Scheduling Constraints

1. All constraints will comply with applicable collective agreements, other SAIT staff agreements, and policies/procedures.
2. All constraints will be removed from the system at the end of each academic year. Academic chairs/coordinators are required to provide the Office of the Registrar with a list of approved employee accommodations annually and as otherwise required.
3. The Scheduling Appeals Committee will review and approve/deny other constraints for both full-time and part-time instructors each term. Please see Schedule A, an Associated Document to this procedure, for further information about the Scheduling Appeals Committee.
4. After the schedule is finalized, programs/schools/departments will hire to the schedule wherever possible, to avoid unnecessary constraints and changes to the schedule.
5. Travel time will be considered for students who are registered in courses with different modalities as well as faculty travelling between campuses.

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D. Final Exam Scheduling

1. At the time of loading, the academic chairs/program organizers or designates should indicate if they require a final exam to be scheduled by the Office of the Registrar.
2. Final exams that are scheduled by the Office of the Registrar will be scheduled during week 15 in designated spaces.
3. The Office of the Registrar will release the Exam Schedule.
4. A program that runs during SAIT's regular 15-week term may choose to:
 - a) Complete instructional activities by the end of week 14 and have the Office of the Registrar schedule an exam during week 15; or
 - b) Continue instructional activities during week 15, with any final exams to be held during the regularly scheduled class time.
5. For examination invigilation procedures, see procedure [AC.3.3.1 Invigilation and Security of Examinations](#).

ASSOCIATED DOCUMENTS

Schedule A	Scheduling Appeals Committee
Schedule B	Process for Changing Schedules After Publication
Schedule C	Decision Matrix

POLICY/PROCEDURE REFERENCE

AC.2.22	Academic Scheduling policy
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