A-10

CANADORE COLLEGE

OPERATIONAL POLICY MANUAL

TITLE: Scheduling of Instructional Space

EFFECTIVE DATE: February 2, 2009

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all students and faculty in full-time post secondary programs.

2. PURPOSE AND PRINCIPLES

- 2.1 The College wishes to ensure an efficient room allocation, utilization and scheduling process.
- The effectiveness of the student learning is the pre-eminent consideration to be given in the preparation of timetables. Thus, the academic needs of students are to be given first priority in scheduling decisions.
- 2.3 The Academic Employees Collective Agreement must be honoured in the scheduling process.
- 2.4 Although space is allocated to departments and specific users, all space is owned by Canadore College. With this ownership, the College has a responsibility to keep the space in good order and to provide the appropriate amount and type of space to approved college activities.
- 2.5 Specialized rooms will generally be allocated to a department on an ongoing basis. Non-specialized spaces (classroom spaces), however, will be subject to reallocation to different departments each semester.

Initial Date of Issue: February 2, 2009 Procedure #PA-10 (pending)

3. POLICY

- 3.1 The process for scheduling instructional space will produce academic schedules that enhance the quality of learning while optimizing college resources.
- 3.2 Scheduling is based on the academic requirements identified by the schools.
- 3.3 The creation of schedules will be coordinated by the Office of the Registrar.

4. ROLES AND RESPONSIBILITIES

4.1 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.

4.2 <u>Vice-President, Academic</u>

The Vice President, Academic, will be responsible for establishing procedures to ensure effective implementation of this policy and resolve any disputes arising over policy interpretation.

5. EVALUATION

This policy will be reviewed every three years.