Class Timetabling Procedures

<table>
<thead>
<tr>
<th>Approving authority</th>
<th>Learning and Teaching Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval date</td>
<td>28 April 2014 (1/2014 meeting) (Revised)</td>
</tr>
<tr>
<td>Advisor</td>
<td>Senior Manager</td>
</tr>
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<td></td>
<td><a href="mailto:griffithtimetabling@griffith.edu.au">griffithtimetabling@griffith.edu.au</a></td>
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<td>Next scheduled review</td>
<td>2019</td>
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<td>TRIM document</td>
<td>2015/6008057</td>
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<tr>
<td>Description</td>
<td>This document describes the scheduling principles, class management guidelines and organisational arrangements that define the production of class timetables and use of classes for enrolments.</td>
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</tbody>
</table>

Related documents

- Class Timetabling Policy
- Management of Space in the University Policy
- End of Semester Centrally Administered Examinations Policy and Procedures

1. TIMETABLING SYSTEM

Griffith University operates a centralised timetabling system. The Examinations and Timetabling Centre is a corporate area within Student Administration. Each Class Timetabling Officer is responsible for the production of class timetables for a nominated group of schools/departments within the main Academic Elements.

The primary data required to create class timetables is supplied online by School Administrative Officers/Program Service Officers and Academic Staff. This data is then used by the Examinations and Timetabling Centre for processing and scheduling by the specified deadlines.

2. TIMETABLING SOFTWARE

The University class timetable is produced using Enterprise Syllabus Plus software.

Class timetabling also relies on interface software called GETI (Griffith Enterprise Timetabling Interface), which validates and transfers course, class and room data between PeopleSoft and Syllabus Plus, both ways.

The Examinations and Timetabling Centre continually reviews available technology to develop timetables and provide timetable information to students and staff.

3. DETAILED ROLES AND RESPONSIBILITIES

Please refer to Appendix 1.
4. DEVELOPMENT OF CLASS TIMETABLE

4.1 Class Naming Conventions

The following naming conventions are recognised as valid course components:

- Computer Lab (CLB)
- Common Time (CTM)
- Exam (EXM)
- Field Studies (FLD)
- Instrument (INT)
- Laboratory (LAB)
- Lecture (LEC)
- Online Session (ONL)
- Pass Session (PAS)
- Practicum (PRA)
- Quiz (QUZ)
- Screen (SCR)
- Seminar (SEM)
- Studio (STU)
- Tutorial (TUT)
- Workshop (WSP)

Course timetabled activities will only fall within the above recognised components. It is recommended that the delivery structure of the same course across different campuses includes the same course components.

4.2 Scheduling Constraints

Scheduling is prioritised to accommodate the needs of large 1st year classes and research intensive staff. The following scheduling constraints will normally be taken into consideration with the production of a semester timetable:

- clash rules derived from program structures provided by Schools/Departments
- staff availability
  - a ‘floating’ teaching free day per week will be allocated to all Academic Staff.
  - additional research and outside of Griffith commitments as per Heads of School approval
  - availability of staff to teach
- inter campus travel constraints
- designated school/committee meeting times based on the following:
  - meetings must commence and finish on the hour
  - meeting preferences must not exceed 2 hours in duration. Other requirements are to be made ad hoc on a needs basis working around teaching if necessary
- late night and immediate early morning teaching will be avoided where possible
- course delivery
  - type and number of classes required
  - required facilities, ie. required and preferred venues, AV equipment etc.
  - course start and end date, ie. regular courses/dynamically dated courses
- classes will be scheduled into venues on the home campus of the course unless requested otherwise. All requests to schedule classes on a different campus will be considered by the Manager, Timetabling and Room Bookings and will only be permitted if space is available. mode of teaching, ie. Day/Night
- teaching requirements [eg. all classes on the same day, sequencing of classes, early in the week teaching only etc.]
priority will be given to sequencing of classes that belong to 1st year courses

- estimated enrolments
- travel time - to be allowed between campuses for programs that include cross campus teaching and staff that are involved in cross campus teaching.
- class allocation constraints
- other staff and student constraints such as maximum span of hours per day, maximum hours per day and maximum hours to be followed by a break – to be applied where possible

A school/department may request same-time and/or co-sharing of a common location for activities of individual or related courses.

Scheduling constraints that fall outside of the above regulations will be considered by the Manager, Timetabling and Room Bookings. If resolution is not achieved, a decision will be made by the Senior Manager, Examinations and Timetabling and in consultation with the Director, Student Administration.

### 4.3 Scheduling Order

Scheduling occurs in the following priority order:

- laboratory classes that require specialist space
- priority classes - for example, classes with a duration which exceeds 4 hours, Saturday and Sunday classes, classes outside of regular 1-13 weeks etc.
- English Language Enhancement Course (ELEC) classes and videoconferencing classes
- night and day lectures - first schedule 1st year lectures by class size, then other years by class size
- other classes - scheduled by the level of scheduling complexity and number of repeat activities

Sequencing of classes will be taken into consideration where possible. This includes instances where eg. tutorials are required to follow lectures, workshops are required to be scheduled after laboratory classes but before lectures etc. Priority will be given to sequencing of classes that belong to 1st year courses.

## 5. CLASS MANAGEMENT GUIDELINES

Classes are scheduled initially in Syllabus Plus, prior to being created in PeopleSoft for configuration and subsequent publication on the Programs and Courses website. Students then enrol in one class number for each course component.

### 5.1 Class configuration for enrolment

Once classes have been created in PeopleSoft, the Academic Elements undertake a class configuration process for enrolments. This consists of:

- Class status configuration – to be completed prior to timetable release to students
- Configuration of enrolment limits - to be completed prior to timetable release to students

A key decision-maker must be available throughout this process for each Academic Element to ensure classes are configured in accordance with the procedures and timelines provided by Examinations and Timetabling. Classes shall not continue to be configured once students have viewed their timetable and/or started planning for enrolment.

Classes must be set up in a way that gives equal opportunity to all students and regardless of their program or whether they are continuing/commencing or domestic/international.
Sufficient places must be made available for students who need to enrol. At least 80% of classes must be open, and available for students to plan and enrol in, at the date of opening of the student planning for enrolment period. This estimate of number of classes required should be based on the previous year’s enrolment patterns. Classes must not be opened up gradually.

5.2 Class management during open enrolment

A key decision-maker must be available during the planning and enrolment period for monitoring enrolment patterns within classes and managing class demand for each school/department. In addition, reliable cover must be provided at all times during this period. The decision-maker must be responsive to increases in demand, and open up new classes where required.

Examinations and Timetabling staff will assist Academic Elements by constantly monitoring class enrolments and full courses, and advising of any enrolment problems.

The following escalation plan will be in place during the peak enrolment period:

- **Courses that appear on the full course report for three days**
  It is recommended that Timetabling staff escalate these courses to the relevant Head of School/Department and request that immediate action is taken by that area. This action may include increasing the enrolment capacity of classes, releasing any hidden classes or scheduling additional classes.

- **Courses that are requested to remain full**
  On some occasions, it may be appropriate for an Academic Element to decide that a full course will have no further places made available for enrolment. It is recommended that Timetabling staff seek permission from the relevant Head of School/Department for all courses that are requested to remain full. If not approved, additional places must be made available in the course.

Over-enrolments are not encouraged. Exceeding the room capacity should only ever be used if the set enrolment capacity is preventing student enrolments. The allowed amount of discretion is up to 10% over the room capacity. For Computer Labs and Technical Space, class enrolments will remain at the room capacity.

Academic Elements shall contact the relevant Timetabling staff as soon as an over-enrolment issue is identified to request a change of venue or schedule an additional class. Academic Elements are asked to cooperate with venue swaps to accommodate over-enrolled classes.

Excessive over-enrolments in any teaching space will be treated as an issue for the school/department in question.

Additional full class and timetabling information that students cannot readily access via the web timetable should be listed on the Full Class and Additional Timetabling Information page at www.griffith.edu.au/timetable or using the course instant messaging information. This can be requested through Timetabling staff.
## APPENDIX 1: DETAILED ROLES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Role / Responsibility</th>
<th>School Administrative Officer / Program Services Officer</th>
<th>Academic Staff</th>
<th>Head of Academic Element or Delegate</th>
<th>Technical Staff</th>
<th>Class Timetabling Officers</th>
<th>Examinations and Timetabling Management</th>
<th>Campus Life</th>
<th>Client Technology Services</th>
<th>Students</th>
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<tbody>
<tr>
<td>Assume the responsibility for online data collection for class timetabling, including Programs of Study, School Meetings, Staff Availability to Teach and Course Timetabling Requirements.</td>
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<td>Assist the School Administrative Officer/Program Services Officer with online data collection as appropriate.</td>
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<td>Approve Staff Availability to Teach submissions for their school/department.</td>
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<td>Assist timetabling staff with timetable clashes and provide program advice.</td>
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<td>Assume ultimate responsibility for resolving timetable clashes, which arise from school/department timetabling decisions.</td>
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<td>Produce class timetables for the activities that are held in technical space. Communicate the lab timetabling requirements to Examinations and Timetabling.</td>
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<td>Approve timetabling changes once the timetable is published.</td>
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<td>Attend to reported enquiries related to timetabling and room bookings in a prompt and timely manner, and ensure all efforts are made to deliver best timetabling outcomes.</td>
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<td>Liaise with Academic Elements, Campus Life and Client Technology Services regarding timetabling and room bookings matters, including the administration of related deadlines.</td>
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<td>Understand and coordinate the timetable process from an institutional perspective to provide a fair and equitable timetable for stakeholders and clients.</td>
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<td>Conduct scheduling of the timetable with the aim of achieving optimal utilisation of teaching space and creating a win-win situation for all parties involved.</td>
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<td>Coordinate and allocate teaching space and resources in accordance with University policy and with the aim of achieving optimal utilisation of teaching space.</td>
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<td>Ensure teaching spaces are appropriately furnished and maintained.</td>
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<td>Carry out regular audits for the purpose of room maintenance, capacity and furniture requirements. Communicate timely any changes to the Examinations and Timetabling.</td>
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<td>Carry out room usage audits at least once each semester and circulate findings to all appropriate parties.</td>
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<td>Attend to reports from staff of any problems associated with common use teaching</td>
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<td>Support and maintain centrally provided audio visual equipment in all common use</td>
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<td>Liaise with the Examinations &amp; Timetabling Centre to ensure room data in Syllabus</td>
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<td>Plus is kept current at all times.</td>
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<td>Regularly check the online timetable for any class changes.</td>
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