Brock University

Scheduling Matters!

Volume 3, Issue 1
January/February 2012

Important Dates:

January 20:
Deadline for return of April examination forms.
Deadline for changes to Spring & Summer timetables.
Deadline for Spring & Summer exam forms.
Deadline for departments to report any reserve components that should not be cancelled.

January 31:
Deadline for all programs to complete timetabling requests for Fall/Winter 2011-12 on course collection.

February 1:
Deadline for BUFA exemption requests for Fall/Winter 2011-12 to be sent to the BUFA Timetabling Committee (Chair, Barb Davis).

February 17:
April examination timetable posted on-line for faculty, staff and students.

February 20 to 24:
Reading Week
Some Teacher Education courses running.

Spring & Summer timetables are done!

Please check your timetables and report back any changes no later than Friday, January 20, 2012

Exam forms were mailed out for both Spring & Summer terms. These are due back by **Friday, January 20**.

Should the instructor not yet be known, please mark the form as 'Yes' to an exam with a default length of 3 hours. We can more easily cancel an exam later.

Because exam periods in Spring and Summer terms are shortened, students must consult the exam schedule prior to registration. A student's schedule should be conflict-free in both the exam and course timetables.

The Spring and Summer timetables will be posted on-line on or about March 1, 2012. Registration for most programs will commence in late March.

Some friendly reminders about deadlines

Friday, January 20

- Deadline to report any reserve components the department wishes to retain
- Deadline for exam forms for April (final), Spring and Summer exams
- Deadline for changes to Spring & Summer timetables

Tuesday, January 31

- Deadline to complete course timetabling for Fall/Winter 2012-13 on the Course Collection system

Wednesday, February 1

- Deadline for BUFA requests for time exemptions from the Fall/Winter 2012-13 timetable to be sent to Barb Davis (Chair, BUFA Timetabling Committee).

What's inside?

- Contacting Scheduling
- TBA Instructors
- Reserve Cancellations
- Missing Furniture
- Course Collection Tips

Important Dates:

February 24:

Deadline to report changes to the Spring & Summer exam timetables (timetable to be e-mailed to departments in early February for review).

March 1:

Planned date to post Spring & Summer timetables online (prior to registration commencing in late March).

March 29:

Deadline for receipt of exam original scripts (first half of April exams—April 12 to 18) to be submitted to Scheduling for printing. Deadline for April exams random seating requests and proctor lists.

April to be determined:

Fall/Winter 2011-12 preliminary timetable released to departments.

April 5:

Deadline for receipt of exam original scripts (second half of April exams—April 19 to 25) to be submitted to Scheduling for printing.

April 9:

Last day of lectures in Winter term. This is a makeup day for Good Friday and is that of a Friday a Schedule.

April 10 & 11:

Reading Days.

April 12 to 25:

April exams

(D1 and D3 final).

Contacting the Scheduling Office

With the Fall/Winter timetable project underway the busiest season of the year begins in the Scheduling Office. Please direct questions and issues through email to schedule@brocku.ca When emailing please ensure to provide all the information required to assist your request (course name/number/section/duration/session). Missing course names and numbers require a write-back and will increase the time it takes to resolve your issue. For questions and inquiries needing immediate attention, please follow-up your email with a phone call. The Scheduling office can be reached by telephone at x3436.

What are TBA (to be announced) instructor names?

Each teaching department has their own exclusive set of instructor TBA (to be announced) names in course collection. They take the format subject/tba/# (example LINGTBA1). The number is variable and to ensure that name is seen to be exclusive in our timetabling software. These names are applied to courses **only** when an instructor is not yet hired (name not known) or contract expiration has not yet been renewed (name not know).

How are TBA Instructor names assigned in course collection?

Think of each TBA name as a different person not yet hired, but anticipate hiring for a course or group of courses-example LINGTBA1. You must assign LINGTBA1only to the course(s) that person is anticipated will teach. TBA names are exclusive to each other just as the names of your current full time faculty are exclusive, and therefore should not be assigned beyond those persons they are expected to truly represent. For example LINGTBA**1** is exclusive of LINGTBA**2**, etc.

How are TBA Instructor names used during timetable construction?

In the same way your full time faculty are scheduled, the timetable construction algorithm will use the TBA names to ensure the personal teaching schedule for that yet unknown person will be free from conflict of all assigned teaching responsibilities. This includes other applicable general rules which must be accommodated such as consecutive teaching hour limits (no more than 3) and period elapsed times throughout the day (no more than 8 hours), etc. When the faculty member is hired the TBA name can be replaced with the name of the hire with little or no rescheduling required.

It is important not to use TBA instructors in place of a faculty member who is a permanent hire. Using his or her real name not only will ensure contractual rules are observed, but also for inclusion of familial or research requirements which are associated with that person. Those attributes are attached to the person in our scheduling algorithm and not to TBA. When the practice of assigning TBA in lieu of faculty names is applied, it routinely results in post-construction instructor violations and issues for student program/timetable, and space assignments as rescheduling will be necessary.

Why it is Important to Cancel Unused Reserves!

Unused reserves should be cancelled as quickly as possible as the University has little teachable space available. Cancelling reserves frees much needed space for department meetings and courses hoping for: room changes, in-class midterms, guest lecturers, make-up classes.

Furniture missing from your classroom????

Spaces with moveable furnishings are routinely reset each evening by Brock's custodial staff. Should you find that pieces of furniture have gone missing, please let us know by email to schedule@brocku.ca

We will, in cooperation with Facilities Management/Custodial Services, attempt to resolve the problem for the next meeting of your class.

Course Collection

Some helpful tips on timetabling for 2012-13:

- **Renumbering a course???** - use the new course number when submitting your timetabling, placing the old number in the field required in Couse Collection.

- **Non-standard Equipment needs???** - most lecture spaces have either permanent or deliverable technology for computer/video projection. This option is only for equipment not typical in each room.

- **TBA names???** - please use one fictitious name to represent a yet to be hired instructor. Each fictitious instructor name can be used up to 6 times per term. Where possible, use real instructor names to ensure the appropriate contractual rules (i.e. BUFA) and accommodations (i.e. medical) are observed. Refer to our web site for more information.

- **Have department dedicated rooms???** - if you plan on using your spaces on the timetable request, you can now select it on course collection. Please advise if there are rooms missing from your list.

- **Need to change a duration in Course Collection inputting???** - If you have setup a timetable request form for a course and need to change the duration, first delete your form, then re-add to include the changed duration.

- **Need a report of all the data entered???** - You can run a linear report of all Fall/Winter 2012-13 data by going to the option 'TimetblData' under the CrseCollection menu in BROCKDB Menu (portal). Another report option is 'TimeTblReq'. This report option will provide a form for each course section. Each course section will appear on a separate sheet in Excel.

Make sure to check our user guide on the

Faculty & Staff Resources web page for more helpful information.

If you have any issues you would like us to address on the user guide, please write to

schedule@brocku.ca

http://www.brocku.ca/registrar/faculty-staff-resources/users-guide

Contact Us

Email: schedule@brocku.ca

Telephone: x3436

Next issue coming March 2012...

Brock University