

TIMETABLING AND ROOM BOOKINGS PROCEDURES

1. Introduction

- 1.1. This document establishes the College procedures relating to the policy outlined in the accompanying document; *timetabling and room bookings policy*.

2. Roles and Responsibilities

2.1. Space Management and Timetabling Steering Group

- Review annually the requirements for space, including teaching space, taking into account changing patterns of student recruitment, academic developments, strategic decisions affecting academic provision. etc.;
- Review the consequences for teaching space of any capital developments, minor works or internal re-organisations, and ensuring that any centrally-managed teaching space removed from the pool of rooms is replaced with space of similar size and facility, if appropriate;
- Advise CLT about requirements for teaching space and facilities;
- Define available centrally-managed and curriculum-managed teaching space on an annual basis;
- Set appropriate space standards;

2.2. MIS

- Plan and co-ordinate the construction and production of the College teaching timetable in liaison with CLT and CAMs;
- Allocate core teaching rooms in accordance with College policy;
- Maintain the College's timetable system;
- Liaise with Premises over the need for physical resources;

2.3. Duty Manager

- Where a rooming issue arises, the Duty Manager's role is to co-ordinate a solution so disruption to students and tutors is minimised.
- Where MIS have been contacted directly about a rooming issue, they will contact the Duty Manager so they can work with them to find a solution.
- Detailed procedures are included in the Duty Manager handbook;

2.4. Premises

- Responsibility for maintaining fixture and fittings in rooms;
- Where possible, arrange maintenance of rooms outside of core teaching times;
- Maintain agreed seating capacities;

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2.5. IT Services

- Responsibility for provision of classroom ILT resources;

2.6. Additional Learning Support

- Liaise with MIS to provide appropriately sized rooms for support with students either 1-1 or groups
- Notify MIS when students are unable to attend as soon as possible
- Liaise with MIS/CAMs to re-room classes if necessary due to disability
- Liaise with Premises to provide chairs for students with spinal injuries and with IT for equipment

2.7. Curriculum Areas

- Work closely with MIS to optimise the timetable;
- Advise all students where changes occur with little notice;
- Minimise wasteful booking practices - such as block booking of rooms;
- Notify MIS of rooms no longer required as soon as possible, including through timely completion of CCFs;
- Read and check timetables when they are first published and advise MIS of problems;

2.8. Tutors

- Report any missing or malfunctioning equipment to Premises or IT as appropriate;
- Start and finish classes promptly
- Ensure teaching spaces are left in a clean and tidy condition and that furniture is returned to its standard configuration;
- Take an individual responsibility to adhere to the latest version of the published timetable that can be viewed via Columbus or the Foyer display screen and report to the Duty Manager if:
 - (i) they are unable to teach in their allocated room because it is unofficially occupied by someone else;
 - (ii) a previously confirmed room booking is no longer required.

3. Allocation of rooms

- 3.1. There are two categories of teaching space: Core Teaching Rooms which are centrally managed and allocated; and Curriculum-managed Teaching Rooms. Curriculum-managed Teaching Rooms are allocated each year by the Space Management and Timetabling Steering Group based on programme plans.

- 3.2. The Space Management and Timetabling Steering Group will consider the approved programme plans in conjunction with cancellation patterns from the previous year and allocate quotas for priority 1 and 2 classes for each Curriculum Area for each day and session (morning, afternoon, evening). CAMs will be required to either indicate which courses are to be priority 1 or 2, or propose moving classes to a different session where priority 1 quota remains.
- 3.3. MIS will undertake to room all priority 1 classes. Priority 2 classes will be roomed where possible. Unroomed priority 2 classes will only be roomed if space becomes available due to cancellations or timetable moves. If this can not be resolved, the class will need to be cancelled.
- 3.4. Rooms will be allocated according to the following general principles:

Priority 1

1. Teaching events requiring a specialist rooms
2. Teaching events for accredited provision
3. Existing provision Teaching events for accredited provision
4. Existing provision Large classes (Target ≥ 20), long duration (10 weeks +)
5. Existing provision Smaller classes (Target < 20), long duration (10 weeks +)
6. Existing provision Large classes (Target ≥ 20), short duration (< 10 weeks)
7. Existing provision Smaller classes (Target < 20), short duration (< 10 weeks)
8. New provision Teaching events for accredited provision
9. New provision Large classes (Target ≥ 20), long duration (10 weeks +)
10. New provision Smaller classes (Target < 20), long duration (10 weeks +)
11. New provision Large classes (Target ≥ 20), short duration (< 10 weeks)
12. New provision Smaller classes (Target < 20), short duration (< 10 weeks)

Priority 2

1. Teaching events for accredited provision
2. Existing provision Teaching events for accredited provision
3. Existing provision Large classes (Target ≥ 20), long duration (10 weeks +)
4. Existing provision Smaller classes (Target < 20), long duration (10 weeks +)

5. Existing provision Large classes (Target ≥ 20), short duration (<10 weeks)
6. Existing provision Smaller classes (Target < 20), short duration (<10 weeks)
7. New provision Teaching events for accredited provision
8. New provision Large classes (Target ≥ 20), long duration (10 weeks +)
9. New provision Smaller classes (Target < 20), long duration (10 weeks +)
10. New provision Large classes (Target ≥ 20), short duration (<10 weeks)
11. New provision Smaller classes (Target < 20), short duration (<10 weeks)

- 3.5. Activities will be allocated rooms on the basis of forecast requirements.
- 3.6. Requests which are received after MIS planning deadlines cannot be guaranteed appropriate scheduling and room allocation.
- 3.7. MIS may be required to reschedule or relocate an activity in order to achieve a best fit of all requirements, and will endeavour to keep onward impact to a minimum.
- 3.8. Where specific room/s are requested MIS will try to accommodate this but will have to take into consideration the needs of all requests and also consider constraints such as 'best fit' and facilities in room/s and will therefore schedule into an alternative room/s if necessary.
- 3.9. Rooms will be allocated with capacities to match the planned maximum number as closely as possible. As a guide, this will be at least 80% of capacity.
- 3.10. Access for students with a disability is a priority and will be accommodated wherever possible.
- 3.11. Where a suitable room cannot be found within the Core Teaching Rooms, MIS will either suggest an appropriate room at an alternative time or explore the availability of rooms on a week-by-week basis. In the event that the time of the activity is fixed and the same room is needed for all of the weeks, it is the responsibility of the curriculum area to either make alternative arrangements or check the availability of rooms managed by other Curriculum Areas;
- 3.12. Music and other classes generating high noise levels will ordinarily not be roomed adjacent to non-music classes.

4. Timetabling process and construction

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- 4.1. CLT will publish a planning cycle each year with key dates including;
 - Return of course planning information to MIS;
 - Moderation and approval of programme plans;
 - Allocation of core and curriculum-managed rooms;
 - Allocation of quotas for priority 1 and 2 courses;
 - Publication of provisional timetable.
- 4.2. All programme plans are required to have been approved via the Deputy Principal.
- 4.3. Timetables must be submitted for every course detailed in the College programme planning process.
- 4.4. Timetabling information should be supplied via the course planning templates (or Course Proposal form, if in-year).
- 4.5. If additional courses are proposed after commencement of the academic year, the Curriculum Area must first check room availability with MIS.
- 4.6. Teaching activities take precedence over non-teaching activities with the exception of core College activities including examinations, enrolment and open evenings.
- 4.7. Curriculum Areas must immediately confirm cancelled courses so rooms can be released and reallocated.
- 4.8. It is the responsibility of each Curriculum Area to check the draft timetable and report immediately any omissions or changes to staffing etc.

5. Compliance

- 5.1. All College support staff that book rooms for meetings or events also have a responsibility to notify MIS of any cancellations.
- 5.2. Staff must not use rooms that they perceive to be free without booking with MIS as this could lead to conflict with other staff and inconvenience students. However, the Duty Manager may make temporary arrangements as they see fit.
- 5.3. MIS will check compliance to published timetables through regular audits of College rooms and will report any adherence violations to the appropriate CAM.
- 5.4. If a problem persists and a scheduled teaching room is not being used in accordance with the published timetable, MIS reserves the right to withdraw / reallocate the accommodation. In such cases the CAM will be notified by email from MIS.

- 5.5. The furniture within each room is set out in a particular way to conform to teaching requirements. Room layout posters displayed in rooms illustrate the correct arrangement and rooms must be returned to this layout at the end of each session.
- 5.6. Furniture and equipment must not be removed from one room to another except in an emergency, and must be returned to their normal location after the class or activity. Any need to move furniture or equipment in this way must also be reported to the Premises team.
- 5.7. Rooms should be left clean and tidy, with the writing surface cleaned.
- 5.8. There will inevitably be occasions where rooming issues emerge that could possibly escalate into conflicts, for example;
 - Two activities appear to have been booked for the same room
 - Staff are asked to move from a booked location to accommodate a College event.
 - Suitable accommodation is not available for an activity.
- 5.9. It is hoped that the provision of clear information from MIS to all service users will provide a sound platform for avoiding confusion that is often the source of most disputes. Staff should be sensitive to each others' needs and be prepared to negotiate sensibly when conflicts arise. MIS are committed to ensure that any conflicts are satisfactory managed locally without the need of arbitration from a senior level.

6. Requests for change

- 6.1. Requests should be for one of the following reasons;
 - Room unsuitable for purpose, including size or layout
 - Time slot no longer required
 - Unexpected staff change
 - A location that is/becomes a health or safety hazard
 - Reasonable adjustments to accommodate students/staff with individual needs;
- 6.2. Curriculum Areas are responsible for notifying all staff and students affected by an unforeseen change to the original room allocation.
- 6.3. MIS may, occasionally, need to move a class to a different location. Such changes should be kept to a minimum. The reason for the change should be communicated to the affected curriculum area.
- 6.4. Requests for changes to room should be communicated to MIS by the CAM, Head of Section or Departmental Administrator only.

7. External Hire

- 7.1. The hiring of College rooms to external parties will be confirmed by MIS. Where possible MIS will look to accommodate external hirers within the existing published timetables and cause minimal disruption to students and staff.
- 7.2. The College's requirement for rooms and facilities takes priority over external groups or organisations wishing to use the rooms.
- 7.3. College clubs and societies will be treated as College requirements for the purposes of rooming.
- 7.4. No changes should be made to the College's teaching timetable to accommodate external use, unless authorised by CLT.

8. Offsite rooming

- 8.1. Where suitable rooming is not available for Morley Curriculum classes, curriculum areas may look to arrange offsite rooming.
- 8.2. Curriculum Areas should ensure a risk assessment has been carried out on the proposed rooming.
- 8.3. Curriculum Areas should discuss required resources with the appropriate departments prior to confirming arrangements.
- 8.4. A purchase order should be completed for the proposed room hire and sent to the Vice Principal for approval.
- 8.5. Additionally, MIS should be informed of any approved offsite room allocations.

9. Ad-hoc roombookings

- 9.1. It is important that staff follow a definitive process for ad-hoc bookings as it will ensure that there is a consistent service from MIS.
- 9.2. The primary method for requesting a room should be via the Rooming Request facility on Columbus. At least 3 working days should be given.
- 9.3. If the request is urgent and 3 days notice can not be given, a request can be taken over the phone or via email to internal room requests. This should only be in exceptional circumstances.

- 9.4. It is the intention to introduce a facility on Columbus for staff to be able to check availability of rooms prior to booking them. Available rooms must only be used when the booking has been confirmed by MIS.
- 9.5. Ad-hoc roombooking requests will not be confirmed until curriculum rooming has been finalised.

10. Equality and diversity

- 10.1. Students or staff requiring special arrangements should make their needs known to Learning Support ahead of the production of the timetable to ensure that any special arrangements can be accommodated, minimising post-publication changes to the timetable.

11. Review of timetabling procedures

- 11.1. The Space Management and Timetabling Steering Group will review timetabling procedures annually in the summer term, in consultation with relevant stakeholders.