

UNIVERSITY OF MANITOBA POLICY

Policy:	Instructional Space Scheduling Policy
Effective Date:	September 6, 2022
Revised Date:	
Review Date:	September 6, 2032
Approving Body:	President
Authority:	
Responsible Executive Officer:	Provost and Vice President (Academic)
Delegate: (If applicable)	Vice Provost (Teaching and Learning)
Contact:	University Registrar and Executive Director, Enrolment Services
Application:	Faculties/Colleges/Schools/Departments

Part I Reason for Policy

- 1.1 The teaching mission of the University of Manitoba is carried out to a significant degree in Instructional Spaces. The University of Manitoba is committed to ensuring that the inventory of Instructional Space is sufficient to meet the teaching needs of all Academic Units and that Instructional Space is utilized to its full potential.
- 1.2 The purpose of this policy is to:
 - a. define authority for Scheduling practices and the use of Instructional Spaces for academic teaching activity, including but not limited to lectures, seminars, tutorials, laboratories, and studios;
 - b. define authority for the establishment of priorities and standards for the use and Allocation of Instructional Space;
 - c. ensure optimal use of Instructional Space;
 - d. ensure Timetabling of teaching/instruction facilitates student's opportunity to select from sufficient course offerings to allow for timely program completion.

Part II Policy Content

2.1 Definitions

The following terms are defined for the purpose of this Policy:

- a. **Academic Units** refers to faculties, colleges, schools, academic programs and departments of the University of Manitoba;
- b. **Allocation** means the distribution of Space across the University to individual units
- c. **Assignment (Assigned)** means the distribution of Space within a Unit for an existing use
- d. **General Use Instructional Space** is Instructional Space that has not been designated as Special Use Instructional Space;
- e. **Instructional Space** refers to all spaces in which teaching/instruction regularly occurs, including but not limited to classrooms, seminar rooms, lecture halls and theatres, studios, screening rooms, and laboratories;
- f. **Prime Time** shall mean class times scheduled between 10:00 a.m. and 2:00 p.m. on Monday, Wednesday, Friday, and class times scheduled between 10:30 a.m. and 3:00 p.m. on Tuesday and Thursday.
- g. **Provost** means the Provost and Vice President (Academic) of the University of Manitoba;
- h. **Registrar refers** to the University Registrar and Executive Director, Enrolment Services;
- i. **Scheduling** refers to the process of finding and assigning the right space for each class based on capacity, type of instruction, and other attributes related to instructional needs;
- j. **Space** means an interior or exterior area of property that is owned / leased by the University;
- k. **Special Use Instructional Space** is Instructional Space distinguished by one or more of the following characteristics:
 - Spaces that are designed for a specific or single use that would make it difficult to accommodate general instruction.
 - Spaces equipped with specialized equipment or resources that cannot be secured and protected easily without keeping the room itself under lock and key.
- l. **Timetabling** is the process of determining which courses are taught, when and by whom.

2.2 General Policy

- a. All Instructional Space belongs to the University and is Allocated to the Provost.

- b. The Provost delegates the Registrar to Schedule General Use Instructional Space at the University.
- c. The Provost Assigns Special Use Instructional Space to Academic Units who require specialized Space to meet the needs of their academic programs
- d. Special Use Instructional Spaces may not be permanently Assigned to any one Academic Unit
- e. A Dean or Director may determine the user of the Special Use Instructional Space within the Academic Unit to meet the program needs of their Faculty or College
- f. The Provost may approve Special Use Instructional Space to be re-Assigned to meet the needs of another Academic Unit or as General Use Instructional Space following consultation with relevant stakeholders. Requests for re-Assignment of space to another Academic Unit may be referred to the Space Management Committee for consideration.
- g. Re-Allocation or re-Assignment of Special Use Space will require due diligence to ensure that re-Allocation or re-Assignment is undertaken only after program and resource implications are fully considered

2.3 Timetabling and Scheduling

- a. Timetabling of courses is the responsibility of the Academic Units.
- b. The Registrar will schedule General Use Instructional Space to support academic teaching activities ensuring effective teaching and learning, optimal utilization and equitable distribution based on demonstrated needs.
- c. The Dean/Director as delegated by the Provost will Schedule Special Use Instructional Spaces that have been assigned to the Unit to support academic teaching activities.
- d. The timetabling of courses and Scheduling of Instructional Space is to be guided by the goals of:
 - accommodating needs for students and faculty with disabilities;
 - considerations for equity, safety, and inclusion related to students or instructors
 - timely completion of programs;
 - facilitating the pedagogical requirements of teaching and learning;
 - supporting an outstanding educational experience;
 - efficient use of the University's Instructional Space inventory, guided by evolving higher education standards in this regard;
 - proximity of Instructional Space in relation to the locations of related activities;
 - scheduling courses following the standard timetable pattern;
 - environmental sustainability.

- e. A standard timetable pattern approved by the Provost establishes normal start and end times of classes, tutorials, seminars and laboratories. Priorities for Instructional Space are, first, for academic instruction; second, activities in support of university academic programs and mission.

2.4 Quality of Instructional Space

- a. The University is committed to identifying and maintaining a configuration (including associated audiovisual and other digital equipment) of Instructional Space so that all students and instructors experience quality teaching and learning environments.
- b. As learning occurs in many venues and in many forms, the University's General Use Instructional Space inventory will include a range of configurations to accommodate different pedagogical styles.
- c. Development, renewal and equipping of Instructional Space will be strategically driven to accommodate planned program development, current and emerging capacity needs, and current and evolving technologies and pedagogies of engagement at the University and Academic Unit levels.

2.5 Administration

- a. Instructional Space developed with University or external funds will be assigned to meet teaching needs consistent with University standards and priorities.
- b. Information on the University's Instructional Space inventory and utilization will be recorded and managed through a central database.
- c. The Provost will provide an annual report to Senate, for information, on learning space inventory, capacities, and utilizations.
- d. This scheduling policy will undergo periodic assessment and evaluation by the University. Practices should reflect evolving student and instructor responsibilities, educational practices, technologies, and interfaces with other support services (i.e., transportation and maintenance).
- e. A reasonable distribution standard of courses scheduled outside Prime Time hours, as approved by the Provost, will be required.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice President (Academic) that a formal review of this Policy is required.
- 3.2 The Vice Provost (Teaching and Learning) is responsible for the implementation, administration and review of this Policy.
- 3.3 Faculties/Colleges/Schools/Departments, Academic Staff, and Support Staff are responsible for complying with this Policy.

**Part IV
Authority to Approve Procedures**

- 4.1 The Provost and Vice-President (Academic) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is September 6, 2032.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Provost or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) Space Policy effective September 13, 1973, last revised July 8, 1980.
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII
Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Space Policy (2019)
- (b) Instructional Space Scheduling Procedures (2019)
- (c) Instructional Space Guiding Principles (2014)