

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	Instructional Space Scheduling Procedures
Parent Policy:	Instructional Space Scheduling Policy
Effective Date:	September 6, 2022
Revised Date:	
Review Date:	September 6, 2032
Approving Body:	Provost and Vice-President (Academic)
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 Procedure

- 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 Instructional Space is costly to build, maintain and operate and for optimal utilization space must be accessible, access must be prioritized, and usage objectively assessed.
- 1.3 The purpose of this Procedure is to provide direction as to how optimal utilization is achieved and how usage of space is prioritized.

Part II Procedural Content

2.1 Definitions

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

- a. **Academic Units** include faculties, constituent colleges, schools, academic programs and departments of the University of Manitoba;
- b. **Affiliated Colleges** includes St. Andrew's College, St. John's College and St. Paul's College;
- c. **Allocation** means the distribution of Space across the University to individual Academic Units;
- d. **Assignment** means the distribution of Space within a unit for an existing use;
- e. **General Use Instructional Space** is Instructional Space that has not been designated as Special Use Instructional Space;
- f. **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;
- g. **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.
- h. **Provost** means the Provost and Vice President (Academic) of the University of Manitoba;
- i. **Registrar** refers to the University Registrar and Executive Director, Enrolment Services;
- j. **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;
- k. **Special Use Instructional Space** is 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 Scheduling of Instructional Space

- a. The Registrar as delegated by the Provost, is responsible for the Scheduling of General Use Instructional Spaces.
- b. The Dean or Director, as delegated by the Provost, is responsible for the Scheduling of Special Use Instructional Spaces Assigned to their Academic Unit.
- c. The Registrar may assist in the Scheduling of Special Use Instructional Space in consultation with the Academic Unit.

- d. General Use Instructional Spaces are Scheduled on a “Best Fit” basis, which is based in whole or in part on:
- Needs and accommodations related to instructor or student disabilities or health concerns.
 - Considerations for equity, safety, and inclusion related to students or instructors
 - Capacity - A room that is large enough to accommodate the class enrolment, but not so large as to underutilize the space. Capacity standards are set by the Office of the Registrar and Enrolment Services based on commonly applied higher education standards.
 - Room Type- lecture halls and theatres, classrooms, seminar rooms, studios, laboratories, etc.
 - Location – Faculty/College building; geographic proximity to faculty/college building, proximity to required resources (examples: breakout rooms, material and equipment used or demonstrated in class).
 - Room features – attributes of the facility used for Scheduling of academic activity, such as table or tablet seating, platforms, classroom technology, etc.
- e. In many programs students complete courses offered by several Academic Units. General Use Instructional Space is to be shared among all units. In order to facilitate student timetables and access to courses and the effective sharing of instructional spaces, standard meeting patterns and class distribution standards are approved by the Provost.
- f. The Registrar will apply Timetabling and space utilization standards and procedures intended to distribute classes throughout the day in order to make optimal use of Instructional Spaces and to facilitate student course selection for timely program completion.
- g. In development of the prioritization of space assignments and standards with respect to room and seat utilization, capacity and timetables, the Registrar will regularly consult with the stakeholders and report to the Provost.
- h. In the process of Timetabling, Academic Units must make every effort to adhere to the established standard meeting patterns and class distribution standards.
- i. Exceptions are based on pedagogical needs, student degree completion and space permitting.
- j. Every effort will be made to Schedule classes taught back-to-back by the same instructor to rooms in the same building, while respecting “best fit” considerations.
- k. Instructors who are members of an Affiliated College may be given preference to be Scheduled to a room in their college building, while respecting departmental needs and “best fit” considerations.
- l. A series of metrics determined by the Provost will be generated on a periodic basis to provide qualitative and quantitative data on the educational experience, Instructional Space usage, conformance to this Scheduling policy, accommodation of pedagogical needs, and consistency with strategic plans for the use of instructional resources.

- m. In situations where there is disagreement with room assignment, utilization, designation, etc., instructors should first contact their Dean. For units level concerns, the Executive Director, Office of the Registrar and Enrollment Services (ORES), should be contacted. If consensus cannot be achieved either by the Dean or with ORES, the Provost (or designate) will make the final decision.

Part III Accountability

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

Part IV

Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is September 6, 2032.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Provost and Vice President (Academic) or Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V

Effect on Previous Statements

- 5.1 This Procedure 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 VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Space Policy (2019)
 - (b) Instructional Space Scheduling Policy (2019)
 - (c) Instructional Space Guiding Principles (2014)