

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



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05 November 2008

To: Okanagan Senate

From: Learning and Research Committee

Subject: UBC Okanagan Scheduling Principles (approval)

Senators may recall that in April 2008 the Senate endorsed the UBC Okanagan Scheduling Guidelines as recommended by the Learning and Research Committee. The Senate asked that Class Scheduling Principles also be prepared for Senate approval by December 2008. At its September 2008 meeting the Learning and Research Committee approved a motion to recommend the Scheduling Principles to Senate for endorsement rather than for approval. The Agenda Committee referred this item back to the Learning and Research Committee to reconsider the motion for Senate to be for approval. Attached please find the draft UBC Okanagan Scheduling Principles submitted for consideration by the Senate.

Motion: *That Senate approve the Class Scheduling Principles at UBC Okanagan as recommended by the Learning and Research Committee.*

UBC Okanagan
Class Scheduling Principles

Class scheduling is student centered.

1. Credit courses that are required for a given year level of a program must be scheduled without conflicts.
2. Students in programs that require electives should have access to a reasonable number of courses relevant to the program.
3. Credit course period lengths must support pedagogical needs.

Classrooms are a University resource.

4. General-use classrooms are equally available to all faculties, units and departments.
5. Assignment of classrooms and laboratories for restricted use will only occur through an approval process after consultation with the affected faculties, Operations, Enrolment Services, and the office of the Provost.

Classrooms are a scarce resource that must be allocated wisely.

6. Credit course scheduling practices will support the UBC objective of maximizing classroom utilization and seat occupancy.
7. The UBC Okanagan class schedule will include at least one open period per week with no scheduled lectures. This period will be available for special campus events and meetings.
8. Scheduling of credit courses has first priority for classroom space. Non credit courses have second priority. Other bookings for UBC use have third priority and external bookings have the lowest priority.

Classes are scheduled to optimize educational opportunities

9. Credit courses will be scheduled to optimize:
 - 9.1. Student access to courses required for program completion
 - 9.2. Student choice of courses relevant to a year level of a program - by minimizing time conflicts between those courses
 - 9.3. Classroom seat occupancy
 - 9.4. Classroom utilization rates - by using a scheduling pattern and by assigning classes to appropriately sized rooms
 - 9.5. Accommodation of recognized special access, diversity or equipment needs.