

 **KPU Schedule & Timetabling**
Office of the Provost
February, 2014

In 2012 the Academic Council began discussions about the fact that students were reporting “course access” difficulties, i.e. problems registering in the courses they need in order to graduate from their chosen programs. Additionally, overall retention and seat utilization rates were also identified as areas for improvement. The Registrar was charged with investigating these issues in consultation with the Faculties, and a Timetabling Advisory Committee (TAC) was struck to find solutions. The TAC was charged with making recommendations for the establishment of pan-university standards and regulations for the creation of academic timetables as well as sharing timetabling best practices across KPU.

The TAC almost immediately ran into difficulty with several policy issues they did not feel were in their mandate to answer. A small Scheduling Policy Work Group (SPWG) led by the Provost’s Office was created in late spring of 2013 to respond to these policy issues. In early September 2013 a series of recommendations were made by SPWG that are supported by TAC as well as PUE. These recommendations are:

1. KPU is a trimester university. Courses and programs should be scheduled across all three trimesters. We may want to determine a target for percentage of courses/programs delivered in the summer.
2. In an attempt to move toward common practice across the province, we will begin discussions about moving to a 13-week semester with 8 to 10 days of exams. A 13-week semester will allow for grades to be submitted and received between semesters.
3. In 2010 the “pilot matrix” was established by Senate to allow certain Faculties to explore 3 and 4-hour scheduling patterns and to determine which is preferred by students and faculty. A number of reports assessing the pilot matrix show no consistent message concerning what is the best pattern for delivery of a course over a week.
4. A new Timetabling/Scheduling Policy will be developed to establish the set of principles for scheduling semester-based courses at KPU. This policy will establish a finite, but flexible, set of blocks into which courses can be scheduled.
5. Further discussion needs to take place to determine if fixed term and continuous intake programs should adhere to the new Timetabling/Scheduling

Policy.

6. The new Timetabling/Scheduling Policy will attempt to provide for compressed courses in each of the three trimesters.

Since TAG and SPWG began meeting Vision 2018 has been released and three particular goals speak to the necessity of moving forward quickly with a new timetabling policy perspective:

Relevance – *KPU’s operations support purposeful learner FTE growth of at least 5% annually to meet the educational needs of its region’s diverse population*

Quality – *Learner engagement and retention at KPU show continuous improvement; and KPU is a well-managed, integrated, and transparent organization that supports learning.*

To attain the substantial growth target we will need to make better use of online educational technologies and be more efficient in our use of existing space on all campuses. We must begin to schedule courses five full days per week, into evenings and Saturdays and more equitably across campuses. We must restrict the number of courses taught in the 10am-2pm timeslot to ensure that students can take a wider variety of courses. And we will need to create and enforce a policy on timetabling so that individual scheduling patterns and variances are no longer the norm and university priorities are met. A pan-university Timetabling/Scheduling policy will ensure that course scheduling is effective and efficient and students can access a broad range of courses.

TAC and the SPWG will take on the task of drafting and consulting on a new timetabling policy.

DEFINITIONS:

TAC: Timetabling Advisory Committee, Chaired by Warren Stokes

SPWG: Scheduling Policy Work Group, Chaired by Jane Fee

Pilot Matrix: a “pilot” program established by Senate in 2010 to permit the Faculties of Social Sciences, Humanities, and Business to offer courses according to a 3-hour scheduling pattern.

Old Matrix: the scheduling patterns that existed prior to the creation of the “pilot matrix”.

Semester Length Comparators

KPU	Fall 2012: Sept 4- Dec 10 Exams: Dec12-20 Spring 2013: Jan 7- April 15 Exams: April 17-25	13 weeks/6 days 8 days 14 weeks 8 days	http://www.kpu.ca/calendar/2012-13/dates.html
SFU	Fall 2012: Sept 4 – Dec 3 Exams: Dec 5-16 Spring 2013: Jan 7 – April 12 Exams: April 14-24	12 weeks/6 days 11 days 13 weeks/4 days 10 days	http://www.sfu.ca/dean-gradstudies/current/important_dates/Spring2013.html
TRU	Fall 2012: Sept 4 – Nov 29 Exams: Dec 2-14 Winter 2013: Jan 7 – April 12 Exams: April 15-27	12 weeks/2 days 12 days 13 weeks/4 days 12 days	http://www.tru.ca/admreg/dates.html#september
UBC	Winter Session 2013-14 Term 1: Sept 3-Nov 29 Exams: Dec 4-18 Term 2: Jan 6 – April 8 Exams: April 12-30	12 weeks/3 days 14 days 13 weeks/1 day 18 days	http://www.calendar.ubc.ca/vancouver/index.cfm?page=deadlines
UFV	Fall 2011: Sept 6 – Dec 5 Exams: Dec 7-19 Winter 2012: Jan 9 – April 16 Exams: April 18-28	12 weeks/6 days 12 days 14 weeks 10 days	http://www.ufv.ca/calendar/2011_12/General/ScheduleOfEvents.htm
UNBC	Fall 2012: Sep 5 – Dec 3 Exams: Dec 5-15 January 2013: Jan 3- April 8 Exams: April 10-2	12 weeks/5 days 10 days 13 weeks/4 days 10 days	http://www.unbc.ca/calendar/undergraduate/semester-dates
UVIC	Winter 2012 Term 1: Sept 5- Dec 3 Exams: Dec 6-20	12 weeks/5 days	http://web.uvic.ca/calendar2012/GI/2AYeID.html

	Term 2: Jan 3- April 5 Exams: April 8-22	14 days 13 weeks/1 day 14 days	
VIU	Sept 2012: Sept 4-Dec 3 Exams: Dec 6-17 Jan 2013: Jan 7-April 12 Exams: April 17-26 May 2013: May 6-Aug 9	12 weeks/6 days 11 days 13 weeks/4 days 9 days 13 weeks/4 days	http://www.viu.ca/calendar/GeneralInformation/Dates12-13UNIV.asp

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