

UNIVERSITY CLASS AND EVENT SCHEDULING POLICIES IN GRENADA

1. Overview

In order to provide excellent service to its students and faculty, St George's University seeks to enhance the effectiveness with which it uses its facilities. Accordingly, the University has replaced the Meeting Room Scheduler with two important programs that are designed to meet the university's scheduling needs. The first program is Series25, which is a tool that can implement and document current or best practices for scheduling and space management and as such will help to optimize the connections between space and people. The university's single most valuable resource, people, manages its second most valuable resource, space. Optimizing this interaction helps those who schedule space (schedulers, space planners) and those who use it (students, faculty, and administrators). The second program is Banner, which is a comprehensive computer information system that contains information on courses, students, faculty, staff, and alumni.

Additionally, the scheduling of classroom space and meeting rooms has become critical to the point where this process needs direct, senior level oversight. This document sets out the management structure and process for class and events scheduling in the schools. The guidelines are intended to place clear authority for the scheduling of classes and events in the hands of the Dean of the schools.

2. Committees Responsible for Scheduling

There are three separate committees managing the scheduling process. The first committee, the Strategic Committee, is a sub-committee of the University Council of Deans (UCD) with an oversight and approval role and directly handles the strategic issues and resolves conflicts which will inevitably arise. The second committee, the Scheduling Committee, handles the operative, practical, day-to-day issues of scheduling. In short, the operative scheduling work continues to be performed nominally by staff personnel, while the strategic/long term scheduling issues are discussed and approved by senior management. The third committee, the Monitoring Committee, handles issues arising from the continuing implementation of the applications in the Series25 software.

2.1 The Strategic Committee

The Strategic Committee consists of the Deans for each School along with the Dean of Students and the Dean of Enrollment Planning. **(See Appendix A for a full listing of the current members of the Strategic Committee)** The Chair of the Strategic Committee is the Vice-Provost for Institutional Advancement who is responsible for convening all meetings of the Committee. The Chair of the Scheduling Committee (see 2.2 below) also sits on the Strategic Committee and provides the link between the two committees.

In carrying out its policy function the Committee will engage in the following, among other things:

- a) Ensuring that the activities of all Schools of the University do not conflict in both space and time.

- b) Developing policies for the use of classroom spaces and facilities.
- c) Determining the order of priority that will be given to the use of space for classes and events.
- d) Ensuring that there is a single source for all University Calendar dates and the publication of these dates is consistent in all University printed and electronic publications.
- e) Approving the university-wide Scheduling Calendar
- f) Providing timely allocation of space so that the spaces are used in the most effective manner.
- g) Conducting periodic reviews of the class scheduling format and procedures to determine relevance and effectiveness.
- h) Monitoring the work of the Scheduling Committee to ensure that information in the on-line event calendar in 25Live and the class schedules in Banner are completed and updated according to agreed deadlines.

2.2 The Scheduling Committee

The Scheduling Committee is comprised of persons who serve as schedulers from each School, as well as other senior personnel from specialized areas. **(See Appendix B for a full listing of the current members of the Scheduling Committee)** The Chair of the Scheduling Committee is the Coordinator of Support Services in the Office of Institutional Advancement who is responsible for convening all meetings of the Committee. The Chair is also responsible for fast and direct communication to the Strategic Committee, regarding issues and conflicts identified at the Scheduling Committee level.

In ensuring that the schedules are actually implemented the Committee will engage in the following, inter alia:

- a) Developing and maintaining the university-wide Scheduling Calendar detailing the timelines for the completion of the class and events schedules.
- b) Ensuring that all scheduled events are submitted to Banner and 25Live in accordance with agreed deadlines.
- c) Ensuring that conflicts and problems which it cannot resolve are communicated to the Strategic Committee as soon as they arise, to make it possible for the Strategic Committee to address issues in a timely manner.

2.3 The Monitoring Committee

The Monitoring Committee is comprised of the University Provost, the 25Live functional users and administrators, and the Facilities Office. **(See Appendix C for a full listing of the current members)**

3 Regularity of meetings

Meetings of all committees are held at least once per term, or as needed. Key agenda items at the meetings of the Scheduling Committee shall be the class and events scheduling timelines, and resolving issues and problems relating to scheduling, and adherence to the scheduling procedures.

4 Administration

The university's scheduling program is administered by the Coordinator of Support Services and assisted by University Scheduling Administrator and the School Schedulers. The Coordinator will liaise with the School Schedulers to ensure that the completion and submission of schedules are done within the agreed timelines. The University Scheduling Administrator will ensure that Banner and 25Live are kept current and updated in order to avoid confusion over the schedules.

The Coordinator is also responsible for reporting all instances of non-compliance with this policy to the Strategic Committee for necessary action.

A full description of the functional relationships in scheduling is detailed in the Functional Relationships Chart in **Appendix D**.

5 Submission of Class Schedules

All class schedules shall be completed and posted in Banner at least **two months** prior to the commencement of the new term.

6 Recommended Class Scheduling Procedures

- 6.1 The person in each School who is designated as the School Scheduler shall represent the school on the Scheduling Committee.
- 6.2 A university-wide Scheduling Calendar (**Appendix D**) shall be developed and maintained. This calendar will give timelines for activities leading to the completion and posting of class schedules.
- 6.3 The Scheduler in each School shall send a draft Class Schedule in to the Dean (or his/her designee) of their School. The Dean of each School shall forward the draft Schedule to their Course Directors for review and necessary changes.
- 6.4 The Dean of each School shall arrange for a final scheduling meeting according to an agreed deadline, where all the Course Directors (and other necessary persons) meet to resolve final conflicts. Final changes are communicated to the Scheduler in each School for posting in Banner according to the agreed timeline.
- 6.5 School Schedulers shall circulate the final schedule to the school's faculty, the Office of the Registrar, the Office of Enrollment Planning, and online according to the timeline stated in the General Administrative Calendar.

7 Recommended Event Calendar Procedures

- 7.1 The Scheduler in each School shall prepare for the Dean a draft Event Calendar based initially on the required events check lists, who shall forward it to the Office of Enrollment Planning for review.
- 7.2 The Dean of each School shall submit a schedule of Events to the Chair of the Strategic Committee according to the timelines of the Scheduling Calendar. The Chair of the Strategic Committee shall then arrange for a meeting to discuss the Events. In this meeting, conflicts will be resolved and the completeness of the schedule will be ensured.

- 7.3 When all the events for each school are discussed and approved by the members of the Strategic Committee, the Scheduler from each School shall post all the events into 25Live according to the timelines agreed in the Scheduling Calendar.
- 7.4 All examination dates for each School and courses shall also be posted to 25Live according to the timelines in the Scheduling Calendar.
- 7.5 Copies of the Event Calendar shall be distributed to the Secretaries of each Department for the purpose of updating their Departmental Calendar.

8 Non-academic Event Scheduling

Non-academic events can be placed into two broad categories:

- a) Sponsored University event – the event has a strong affiliation with a campus department or departments of the University, has written approval from the Provost or Business Office, and supports the University’s mission;
- b) University hosted event – the event has an affiliation with a staff, faculty, or student member of the University, and the Department Head or student organization president affirms that his or her department will act as host.

Any faculty, staff, or student wishing to book a non-academic event must fill out the request form on the 25Live. The Office of Events shall then inform the person requesting the space of the action taken and advise them whether to proceed with their arrangements for the event.

In principle, academic events shall always take precedence over non-academic events. Exceptions would only be made after consultations with the Provost and the Chancellor.

9 Room Re-allocation/Maintenance

As the business of the university evolves, it will at times become necessary to renovate, or even reallocate the use of, some spaces. When this becomes necessary, the Facilities Manager shall inform the University Scheduling Administrator and the AV Demonstrator prior to the start of the work so that the necessary adjustments can be made to the class schedules and that individuals scheduled to use the spaces will be informed.

10 Priority Rooms

It is the policy of the University that all spaces belong to the University and not to any particular school. However, to make the task of scheduling more manageable, some schools have been assigned priority to certain rooms and will have first claim when it comes to allocation of these spaces for classes. **(See Appendix E for the current full listing of classroom spaces and the assigned schools)**

Schools will have a two week window at the beginning of the term to schedule their classes in spaces to which they have been assigned. After that period, the spaces will be opened up so that the University Scheduling Administrator may reserve spaces for classes and events for other schools, organizations, and individuals.

Where spaces are shared between schools (e.g. Marine Biology Station), the School Schedulers shall work together to determine how the space is scheduled. Any disagreements or disputes that cannot be resolved shall be referred to the Chair of the Scheduling Committee.

11 Amendments

These policies or any part thereof may be amended, suspended or repealed, and new policies may be adopted, when deemed necessary, by the Strategic Committee at any regular or special meeting.

Appendix A – Strategic Committee 2013

Dr. Denis Paul, Vice-Provost of Institutional Advancement - Chair
Dr. Allen Pensick, Dean of Basic Science (School of Medicine)
Dr. Raymond Sis, Dean of School of Veterinary Medicine
Dr. Ted Hollis, Dean of the School of Arts and Science
Dr. Calum Mac Pherson, Dean of the School of Graduate Studies
Dr. Vish Rao, Dean of Students
Mrs. Margaret Lambert, Dean of Enrollment Planning
Mr. Andy Belford, Architect
Mr. Numa Rais, Facilities Manager
Mr. Wayne Radix, Chair of the Scheduling Committee

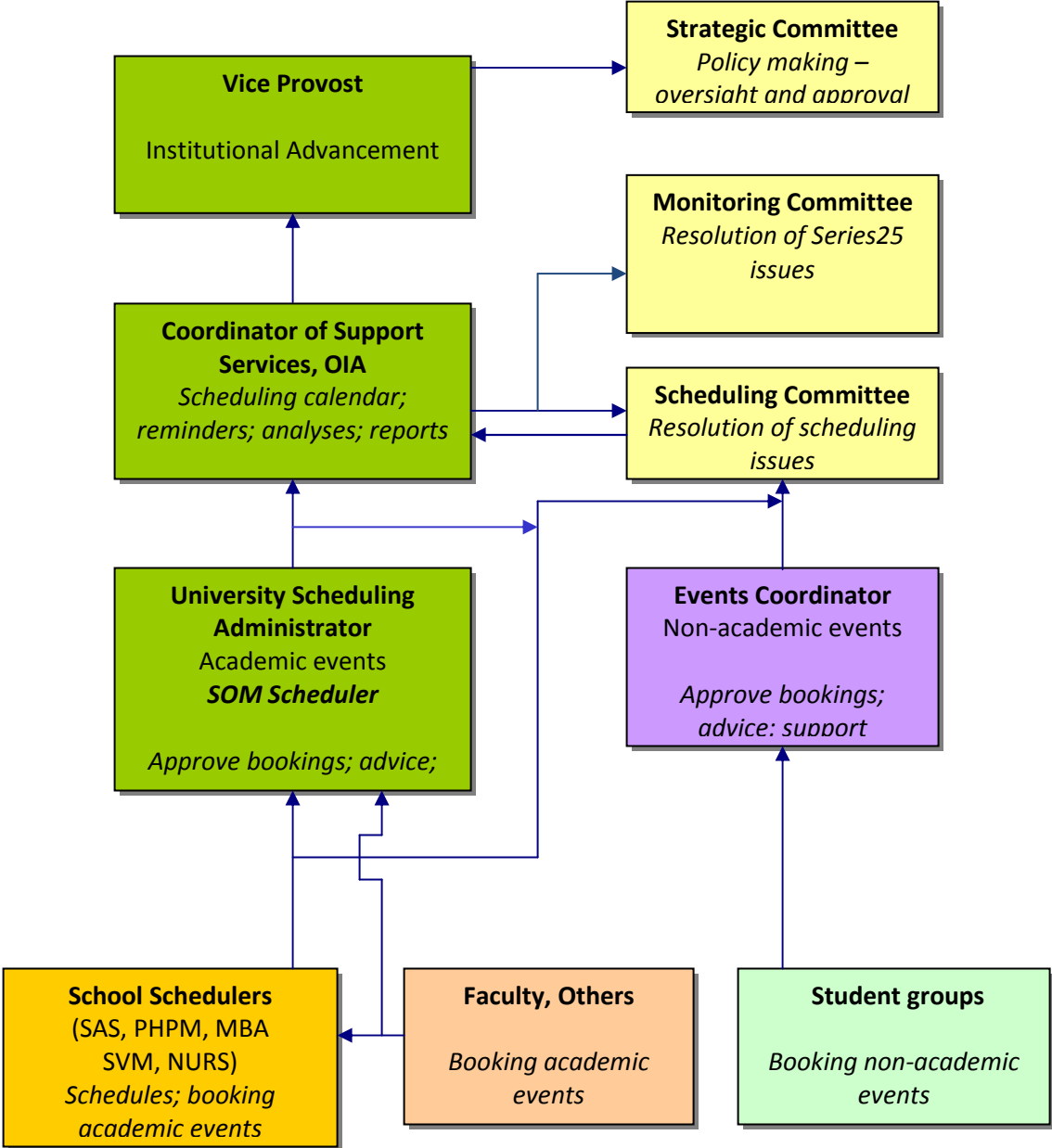
Appendix B – Scheduling Committee 2013

Mr. Wayne Radix, Coordinator of Support Services - Chair
Mrs. Brenda Cooper-Williams – School of Medicine and University Scheduling Administrator
Ms. Patricia Nelson - School of Veterinary Medicine
Mrs. Cecilia Hankey – School of Veterinary Medicine
Ms. Bernadette Heuton - School of Arts & Science
Mrs. Isha English - School of Graduate Studies
Mrs. Nakazi Cornwall – MBA Program
Mrs. Elizabeth Calliste – Public Health & Preventive Medicine
Mrs. Chrislyn Hazzard - Enrollment Planning
Mr. Thaddeus Mathurine - AV Demonstrator
Mr. John McGuirk - Director Founders Library
Ms. Cindy-Ann Alexander – Educational Computing Team, IT
Ms. Teah Cummings – Educational Computing Team, IT
Ms. Rhanisha Alexander – Events Coordinator
Mr. Chris Parke – Gym Instructor
Mrs. Mary Baldeau – Department of Nursing
Mr. Numa Rais – Facilities Manager

Appendix C – members of the R25 Monitoring Committee 2013

Mr. Wayne Radix, Coordinator of Support Services, OIA – Chair
Dr. Allen Pensick – Provost & Dean of Basic Sciences
Dr. Denis Paul – Vice Provost Institutional Advancement, OIA
Dr. Avril Best – Training Supervisor, Educational Computing Team (ECT)
Mrs. Brenda Cooper-Williams – School of Medicine and University Scheduling Administrator
Ms. Cindy-Ann Alexander – Educational Computing Team, IT
Ms. Teah Cummings – Educational Computing Team, IT
Mr. Thaddeus Mathurine - AV Demonstrator
Mr. Jonathan Decatur – Systems Administrator, IT
Mr. Numa Rais – Facilities Manager

Appendix D - Functional Relationships – University Scheduling



Appendix D - General Administrative Calendar (2013-2014)

Task ID	Task Name	Completion deadline
Class Scheduling for Fall		
1.	Preparation of a draft Class Schedule by the School Scheduler (SS)	1 st week of February
2.	Office of the Dean sends draft to Course Directors and/or Chairs	1 st week of February
3.	Course Directors and/or Chairs review the draft schedule	2 nd week of February
4.	Term Coordinators consult with Course Directors and/or Chairs	2 nd week of February
5.	Office of the Dean receives reviewed and adjusted schedule from Term Coordinators	3 rd week of February
6.	The SS makes changes in the schedule before Final Meeting	4 th week of February
7.	Office of the Dean arranges for Final Meeting	1 st week of March
8.	Office of the Dean sends schedule after changes to the Course Directors/Chairs	1 st week of March
9.	Final scheduling meeting with all Course Directors/Chairs	2 nd week of March
10.	The SS makes final changes from the meeting	3 rd week of March
11.	Office of the Registrar in Great River creates Part-of-Term for the fall semester	4 th week of March
12.	Office of the Dean sends the final amended schedule to the Course Directors	4 th week of March
13.	Course Directors review and verify the changes	4 th week of March
14.	Schedule is registered in Banner by the SS	2 nd week of April
15.	Circulation to the Office of Enrollment Planning	2 nd week of April
16.	Circulation to all Faculty and Great River	3 rd week of April
Class Scheduling for Spring/Summer		
1.	Preparation of a draft Class Schedule by the School Scheduler (SS)	1 st week of September
2.	Office of the Dean sends draft to Course Directors and/or Chairs	1 st week of September
3.	Course Directors and/or Chairs review the draft	1 st week of September

Task ID	Task Name	Completion deadline
	schedule	
4.	Term Coordinators consult with Course Directors and/or Chairs	2 nd week of September
5.	Office of the Dean receives reviewed and adjusted schedule from Term Coordinators	2 nd week of September
6.	Office of the Registrar in Great River creates Part-of-Term for the spring/summer semester	3 rd week of September
7.	The SS makes changes in the schedule before Final Meeting	3 rd week of September
8.	Office of the Dean arranges for Final Meeting	4 th week of September
9.	Office of the Dean sends schedule after changes to the Course Directors/Chairs	1 st week of October
10.	Final scheduling meeting with all Course Directors/Chairs	1 st week of October
11.	The SS makes final changes from the meeting	2 nd week of October
12.	Office of the Dean sends the final amended schedule to the Course Directors	2 nd week of October
13.	Course Directors review and verify the changes	2 nd week of October
14.	Schedule is registered in Banner by the SS	3 rd week of October
15.	Circulation to the Office of Enrollment Planning	4 th week of October
16.	Circulation to all Faculty and Great River	4 th week of October
Event Scheduling for Fall		
1.	Preparation of Events Schedule by the School Scheduler (SS)	2 nd week of March
2.	Office of the Dean of each school sends the draft Event Calendar to the Office of Enrollment Planning (OEP) and the Office of the Dean of Students (DOS)	3 rd week of March
3.	The Office of the Dean, OEP and the DOS reviews the draft Event Calendar	3 rd week of March
4.	The SS makes final changes to the Events Calendar and circulates to the Office of the Dean, the Chairs/Course Directors, and the Scheduling Office	2 nd week of April
5.	The SS submits the Events Calendar to R25	4 th week of April
6.	Event Calendars are distributed to Departments secretaries to update Department Calendars	4 th week of April
Event Scheduling for Spring/Summer		

Task ID	Task Name	Completion deadline
1.	Preparation of Events Schedule by the School Scheduler (SS)	2 nd week of October
2.	Office of the Dean of each school sends the draft Event Calendar to the Office of Enrollment Planning (OEP) and the Office of the Dean of Students (DOS)	3 rd week of October
3.	The Office of the Dean, OEP and the DOS reviews the draft Event Calendar	3 rd week of October
4.	The SS makes final changes to the Events Calendar and circulates to the Office of the Dean, the Chairs/Course Directors, and the Scheduling Office	2 nd week of November
5.	The SS submits the Events Calendar to R25	4 th week of November
6.	Event Calendars are distributed to Departments secretaries to update Department Calendars	4 th week of November

Appendix E – Classroom & lab spaces and assigned schools 2013-2014

School	Assigned Classrooms and Labs
School of Medicine	Allen H. Pensick Hall (Shared with DES) Charter Hall <i>Alumni Hall (This is now an exam venue with SOM having first preference; however, other schools are free to use the unused times once SOM exam schedule is completed)</i> Patrick F. Adams Hall Science Hall KB Taylor Upper Level lab Clinical Skills Lab (Morris Alpert Hall) SOM Gross Anatomy Lab SOM Anatomy Dry Lab
School of Veterinary Medicine	VSL KB Taylor Hall West Charter Hall Lab Large Animal Resource Facility (The Farm) Marine Biology Station (Shared with SAS) SVM Anatomy Lab SVM Clinical Path Lab SVM Micro Lab SVM Parasitology Lab SVM Virology/Research Lab SVM Toxicology Lab Necropsy Lab
School of Arts and Science	Windward Hall (B1A, B1B) Leeward Hall (D1A, D1B) Founders Annex 1 Founders Annex 2 St. George's Hall (SD1) Study Room St. David's Hall (SD4) Study Room Marine Biology Station (Shared with SVM) KB Taylor Hall East Bourne Hall Science Lab (Undergrad)
Nursing and Allied Health	St. David's Hall (SD4) Classroom #1 and #2
Public Health & Preventive Medicine	Windward Hall (B1C, B2A)
School of Graduate Studies	WINDREF Conference Room WINDREF Disectomy Lab

School	Assigned Classrooms and Labs
	WINDREF Histology Lab