

## **14<sup>th</sup> March – A Message to College Staff from Frank Coton and Moira Fischbacher-Smith on the Timetable for AY23/24**

Following a particularly difficult timetabling and room allocation period for the 22/23 academic session, the University has launched a dedicated Timetabling Project, sponsored by Moira and I, as a direct response to support timetabling for 23/24 and beyond.

Our priority for 2023/24 is to accommodate all teaching on campus and not to rely on external venues. As a result, and endorsed by the Senior Management Group, the University is taking a **minimal change** approach for the next academic year, meaning we will only allow **essential changes** to last year's timetable.

We acknowledge that achieving an improved outcome may require adjustments to teaching be made such as double-teaching where this has not previously been the case or accommodating new activity at less popular days and times of the week.

We recognise this may be not ideal for everyone, given the challenges with last year's timetable, but by limiting non-essential changes and making greater use of the full teaching week we are looking to increase the percentage of rooms we are able to allocate right first time.

### **For Learning & Teaching Staff**

Only essential changes that have been identified for centrally managed teaching spaces to date will be made to the timetable prior to room allocations in May. If there is missing information from the data exercise thus far, a member of your school timetabling team will contact you. Please respond as quickly as possible and no later than Monday 24<sup>th</sup> of April.

If you are a **Course Convenor or Plan Lead**, we will not be canvassing for *further* changes to teaching events for next year's timetable.

### **For School Timetabling Staff (CMIS Users)**

A central list of only the permitted **essential changes** has been collated for each College. Please do not make any other changes to teaching events seeking central space outside of this list. You **will not** be required to canvas for further changes at this stage.

Individual lead timetabling staff in each College will help to coordinate the effort into making these essential changes and will engage with you directly. All essential changes will be required to be in CMIS before the end of April, as rooming will happen in May.

When CMIS opens, local space allocations should be made as per the normal process.

### **Additional Information**

Several activities will not be changing, and you should continue preparations as usual. This includes:

- Administration around course and programme approval, including Boards of Studies
- Workload planning

- Process and timescales for requesting central space for non-teaching events
- Allocation of central space to teaching events
- Publication of the timetable and room allocations.

Any new courses which are planned to be offered in AY23/24 must be approved, uploaded, and built in CMIS no later than 28<sup>th</sup> April to be included in the 23/24 timetable. Further information on the timetabling and room allocations process for AY23/24 will be provided to key individuals involved in this process directly via the project team and through the regular college engagement sessions.

Thank you in advance for your cooperation. If you have any questions, please contact the Timetabling Project Team at: [TimetablingProject@glasgow.ac.uk](mailto:TimetablingProject@glasgow.ac.uk)

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