15th March – Timetabling for AY23/24 – Message to College CMIS Users

As detailed in the message from Frank Coton and Moira Fischbacher-Smith on timetabling for AY23/24 shared on 14.03.2023, we are progressing with essential only changes to the timetable for this year.

Tomorrow, Thursday 16th March, at 9am CMIS will open for further preparation of the 2023/2024 academic session.

School designated coordinators in each College have been identified to help the project team organise resources to make any essential changes and will engage with you directly where your input is required.

Unless you are specifically engaged to support the input of essential changes for AY23/24 **please do not make any changes to this dataset.** Your access to and responsibilities for the AY22/23 dataset will be unchanged.

Adhering to the defined list of essential changes is key to ensuring we meet our objective of increasing the percentage of central rooms we can allocate right first time. Timetabling is a key focus for the University in AY23/24 and we appreciate your support by observing this request.

Local space allocations and creation of new courses should be made as per the normal process. New courses captured as part of the 14th February return are already included in the essential changes and should be updated by designated colleagues. New courses not captured during that time and are planned to be offered in AY23/24, must be approved, uploaded, and built in CMIS by School Timetablers no later than 28th April to be included in the 23/24 timetable.

If you would like to know more about the Timetabling process for this year, an invite will be shared in advance for a CMIS User Timetabling Project Town Hall that will take place on Friday 24th March. This short information session is intended for timetabling staff who have not been directly involved with the project or College Engagement Sessions thus far to have an opportunity to find out more.

Thank you again for your support. If you have any questions, please contact the Timetabling Project Team at: TimetablingProject@glasgow.ac.uk

Best,

The Timetabling Project Team