

28th March – University Services - A Message from Frank Coton and Moira Fischbacher-Smith on the Timetable for AY23/24

Academic and Digital Development, Student Learning Development, and Short Courses

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 core 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.

What does this mean?

For Academic and Digital Development, Student Learning Development, and Short Courses this means that only essential changes to on campus delivery will be made. We understand that you are intending that a significant proportion of your teaching will continue to be delivered online and this is reflected in our expectations of minimal change.

Your designated Timetablers (TT) should update CMIS (where the AY23/24 dataset is now available) in respect of:

- New Courses approved through PIP – building the course structure and events
- Class sizes where there is an essential change

The Space Management and Timetabling Team (SMTT) will be in touch to schedule meetings over the next week to discuss plans for next academic year and the required timetabling activity.

The SMTT will then work closely with you from late May 2023 to identify suitable teaching space for any essential on-campus delivery.

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
- Local space allocation

Any new courses which are planned to be offered in AY23/24 must be approved, uploaded, and built in CMIS no later than 28th 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.

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

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