

To: General Faculties Council

<b>Agenda Item</b>	<b>Academic Timetable Committee</b>
<b>Action Requested</b>	Review by General Faculties Council
<b>Purpose</b>	A summary of activity in the 2021-2022 academic year.

## OVERVIEW

*"Mark recommendations to Council on institutional timetable and examination scheduling policies and procedures."*

-Terms of Reference

The Academic Timetable Committee met once in the 2021-2022 academic year, setting areas of priority and focus for the upcoming academic year. Please see attachment for full report.

**Academic Timetable Committee  
Report to General Faculties Council  
2021-2022**

**1. Meeting**

The Academic Timetable Committee (ACT) met once during the 2021-2022 academic year, on July 25.

**2. Policy Actions**

No voting items were presented at these meetings. Updates were shared and discussions occurred regarding matters identified in #3 below.

**3. Updates/new initiatives**

- Hy-flex course timetabling
  - Two separate sections with individual intended delivery. Notes will be used to articulate the two groups of students in the course.
  - A working group is developing a definition for timetabling and Calendar purposes.
- “Other Lethbridge” campus will now be “Other”
  - Some courses that fit this category are not in Lethbridge, so the term is misleading.
- Updates on Instructional Methods.
  - Currently used methods: VC (video conference), OL (online), CL (cross-list), DC (dual credit)
- Registration override requests
  - The Records team receives requests to override registration limits periodically; however, often times the registration maximum is the same as the space capacity maximum of a room. Records will not override a registration maximum if it also exceeds the space capacity of a room.
- WIL/EL course attributes
  - Four terms have now been recorded with WIL/EL attributes on designated courses.
  - New course proposals from CCC now allow a new course to be designated a WIL/EL attribute at the catalogue level of the course. Beginning with the Fall 2023 term, WIL/EL attributes will roll over from previous terms and can be updated, when necessary, at the time of the timetable submission from the academic units to the Scheduling team.

**3. Discussion**

- Annual registration – While a practice at many Canadian universities, there remain concerns that this may not work for all faculties at the University of Lethbridge.
- How do academic units organize/facilitate teaching assignments?
- Annual course offerings

Respectfully submitted,

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Associate Vice President (Students)