

OP9700 ACADEMIC TIMETABLE MANAGEMENT

Records documenting the coordination of people, courses, and physical space for the purpose of creating an annual course timetable at the University.

Includes the participation in the timetabling process by faculties, departments, units and central offices regarding course offerings and teaching assignments and space consideration. Also includes the establishment of timetabling principles and procedures by the University Timetabling Committee; and resolution of appeals regarding timetabling anomalies.

Not used for exam organization, see OP9800.

Not used for academic calendar coordination, see OP9900.

Example documents: room and time assignments, data collection and validation material, preliminary and final timetable, memoranda, correspondence etc.

Correspondence includes paper, email and other electronic communication.

OPR - University Registrar

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	University Timetable Committee - Chair	AY + 1	0	AR	NO
11	University Timetable Committee - Members' Participation Files	AY + 1	0	DP/D	NO
<i>Records consist of mostly of duplicate agendas, minutes and other documentation of the deliberations of the Committee; however files may also contain record material.</i>					
<i>Disposition Plans: Members of the committee to transfer all record to the Chair and destroy all duplicate material when the dispute is resolved.</i>					
12	University Timetable Dispute Resolution Committee - Chair	ET + 1	0	AR	YES
<i>ET Definition: Dispute resolved.</i>					

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
13	University Timetable Dispute Resolution Committee - Members' Participation Files	ET + 0	0	DP/D	YES
	<i>Records consist of mostly of duplicate agendas, minutes and other documentation of the deliberations of the Committee; however files may also contain record material.</i>				
	<i>ET Definition: Dispute resolved.</i>				
	<i>Disposition Plans: Members of the committee to transfer all record to the Chair and destroy all duplicate material when the dispute is resolved.</i>				
30	University Timetabling Data Collection Files	ET + 1	0	D	YES
	<i>ET Definition: Data entered into Timetable and Course Database.</i>				
40	Timetable and Course Database	AY + 5	0	D	YES

Records from the University Timetable Committee reside with the Provost office.

Records from the University Timetable Dispute Resolution Committee reside with the Provost office.

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