TIMETABLE BUSINESS AND SYSTEMS REALIGNMENT PROJECT

Introduction by Executive Dean

Speakers
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The Agenda

• Introduction – Setting the Scene
• Current timetable situation and the need for change
• Project Goals
• Using our scheduling software’s potential
• Implementation Plan / Project Phases
• Discussion and Question and Answer session.
Timetabling at Macquarie up to now

- Current software – Syllabus Plus Classic, used by majority of Australian sector ~90%
- Roll over timetable from previous year
- Collection of data from Departments
- Modify the timetable with known changes around past year’s timetable, deleting and adding classes where we can
- Release draft timetable in October at earliest
- Cumbersome processes to make changes, publish timetable and export to Student One
- Timetable and associated systems unable to display numerous forms of teaching such as Summer, External workshops, classes on the half hour and so on
Why this project now?...

- New or changed activities have to fit around old timetable but we have reached our limits
- Demand for space, constraints & limited capability of using a rolled over timetable
- Student clashes need to be addressed
- Ongoing change to curriculum via reviews, undergraduate and postgraduate, People and Planet units etc
- Increasingly difficult to balance growing number of students & units vs rooms
- Entire segments of teaching timetable not being displayed or accounted for (under delivering and under reporting)
- Systems and data not ‘talking’ to each other – risk, and wasted extra work/time duplicating data manually
The Project Goals

• A class timetable that meets Macquarie’s timetabling requirements and is more efficient, agile, flexible and able to respond to future challenges
• Students more satisfied with the timetable with clash free pathways for designated unit combinations
• Staff (both permanent and sessional) more satisfied with timetable services
• Greater visibility of scheduling information
• More timely production and publication
• Better use of resources and improved management reporting
• Better interfacing of timetabling information with other systems and consistency of information
• Remove old systems at high risk of failure
Using Syllabus Plus more effectively

• We have not been using our system to its potential, and have fallen behind other Universities in this respect

• Schedules all resources at once
  – Classes (sequencing, same time needs, videoconferencing)
  – Staff (via profiles based on approved research allocations, meeting times, lunch, spans of hours, OH&S breaks etc.)
  – Rooms (including local rooms, based on specialist capability, type, capacity and so on)
  – Equipment (e.g. Portable equipment in demand, and can also be used for non-teaching technical staff, disability support and so forth)
  – Pooled Resources (e.g. Licensed software)
  – Students [not proposed at this time for MQ]
# Timetabling at Macquarie: The current vs the future

<table>
<thead>
<tr>
<th>Current</th>
<th>Future</th>
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<tbody>
<tr>
<td><strong>Software</strong></td>
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<tr>
<td>Syllabus Plus Classic</td>
<td>Syllabus Plus Enterprise</td>
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<td><strong>Process</strong></td>
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<tr>
<td>Rollover from previous year</td>
<td>Re-built from base information each year</td>
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<td><strong>New data / changes to timetable</strong></td>
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<td>Scheduled around past timetable</td>
<td>Rule / Constraint based by category</td>
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<td><strong>Data communication</strong></td>
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<td>Department based</td>
<td>Faculty Coordinated</td>
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<td><strong>Display process</strong></td>
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<td>Cumbersome uploads and once only publishing in Student One</td>
<td>Real time data on display. Possible bulk updates direct to Student One</td>
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<td><strong>Timetabled</strong></td>
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<td>Some timetable categories not programmed</td>
<td>All timetables displayed, including Summer and External offerings</td>
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May 2010 to December 2010

- Announcements and consultation with Macquarie community
- Continue 2011 production as per past practice
- Develop Interfaces with Student One
- Business Process Review
- Employment of additional staff in Timetabling and additional Faculty located timetable resources
- Begin modelling exercises and data collection with faculties and departments
- Replacement for Timetable Maker (current web view of timetable) providing additional functionality accessible via the web for Staff, Teaching Locations, Units and Programs of Study (degree clash avoidance, majors etc)
Replacement for Timetable Maker
December 2010 to December 2011

- Complete modelling exercises with Departments
- Implementation of a Web Data Collection tool enabling stakeholders to review and manipulate timetable data prior to production
- Complete production from start to finish of 2012 timetable, including non-standard offerings such as Summer and External on-campus attendance. Stakeholders provided with test timetables for comment earlier and more often
- Sustainable ongoing processes, guidelines and policy framework based on review of project implementation and outcomes with stakeholders
- Direct non-teaching bookings via Web interface for staff and for students (*Not yet approved*).
- Individual timetables delivered to staff (and possibly students) via email calendar service. (*Not yet approved*).
What does this mean for you?

• Your personal timetable will probably change, and from year to year.
  – This includes changes to both day and time.

• The rooms you are assigned may change. This depends on the teaching delivery needs of your classes.
  – e.g. a 2nd Year Physics class will still take place in the 2nd Year Physics lab, but a tutorial may take place in any appropriate tutorial room.

• You will be asked to provide more and earlier feedback on test and draft timetables, and you may be asked to enter data to inform the timetable.

• You will find the timetable, whether you are monitoring your unit, your personal workload or specialist locations, more accessible and accurate.

• You will not find processes associated with research commitments, workload negotiations and the like, affected.
Questions?

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