

Essential Change Definition

Timetable & Room Allocation Process AY23/24

Essential Change

An essential change is defined as a timetable or rooming amendment, where all other alternatives have been considered, on which failure to act would have a significantly negative impact on the optimal learning experience for a group or individual student.

Support & Guidance



Please contact the Timetabling Project
with any questions at:
TimetablingProject@glasgow.ac.uk

Change Request Form

The screen allows you to create or edit a change request for an event.

Use the Help and [?](#) links for further assistance.

SMTT assesses the CR

Event details

To create a request, enter the Event ID of the event you wish to change then fill in the request details below.

Academic session: 2022/23 [?](#)

Event ID: [?](#)

Owning OU: 20200000 [?](#)

Type: Central [?](#)

Event status: Cancelled [?](#)

Day: Thu [?](#)

CMIS Weeks: 22-25 [?](#)

Time: 14:45 [?](#)

Course	Subgroup(s)
Medicine Year 1 PBL B (null)	TU03 ?

Request Status

Non-editable. Status and history of the request.

ID: [?](#)

Request status [?](#) Draft

Request created by: [?](#) Mrs A Osipenko [206921]

Request updated by: [?](#) Mrs A Osipenko [206921]

Request Completion

To complete the request, make the change in CMIS and complete the fields below.

Published Changes [?](#)

Number of events moved [?](#)

Number of students affected [?](#)

Change applied to CMIS? [?](#)

Communicational Notes

Request details

Describe the change.

Requested by: [?](#)

Reason: [?](#)

Change description [?](#)

Provide full details, be as specific as possible. e.g. which weeks, days, times etc. are affected and why this change has arisen.

Change assessment

When approving a change, describe the impact below.

Impact of Change [?](#)

Comments from affected parties [?](#)

Optional. Use if affected parties are consulted and raise issues.

Supporting documents [?](#)

Optional. Paste in any relevant reference emails, etc.

School Timetablers raise CR using **Reason** (one of the agreed essential change reasons) and **Change description** (good/bad examples provided on next slides). Supporting evidence, such as emails, can be included in the **Supporting documents** box.

Essential Change Requests

Reasons for AY23-24

Clear description of change required in “Change Description” section of Change Request Form

No.	Essential Reason	Description
1	Room no longer required	This reason applies if a central room is no longer required due to either an event being cancelled or a change in the space provision for existing events.
2	Central room request	For un-roomed events of less than 50 in size under the management of local School Timetablers , if suitable local space is not available and a change of date/time that matches central room availability has been agreed with Teaching Staff, a change request needs to be raised to book the available space at the agreed slot.
3	Use of another area's local space	If a local space that meets the requirements of an event is identified through discussions with another area, a change request with this reason needs to include the details of the request and evidence of the agreement with the local space manager. SMTT will allocate the agreed local space to the event.

No.	Essential Reason	Description
4	Accessibility requirement not known at the time of rooming	For the AY 23-24 we have in place College-specific approaches to bring in accessibility requirements earlier in the process. If an accessibility requirement was not identified while CMIS was open for essential changes or if the requirement has changed, a change request with the accessibility reason needs to have a clear description of that requirement.
5	Change in size post enrolment	If the capacity of the room allocated to any event, based on the predicted class size, is no longer suitable due to different enrolment numbers a change request with this reason needs to specify the new room capacity required based on the enrolment data.

Escalation & approval required in “Supporting documents” section of Change Request Form

Where an essential change is required for a course, and this will impact a number of events (e.g., an accessibility requirement impacting both lecture and seminar groups), a single approval from the designated person will be sufficient evidence to support the request. Individual change requests will still need to be submitted for each event with a copy or details of this evidence supplied in each case.

No.	Essential Reason	Description
6	New course/event introduced	New approved courses that have not been built in CMIS by School Timetablers before the 28th April and therefore not included in the room allocations should be built in CMIS (structure and events). The timings of events should be based on known availability within the timetable and Change Requests submitted to room these events.
7	Essential Time/Day change	Escalation is required for requests to change the event time/ day in line with the essential change approach. Please indicate the reason for the change and the new proposed time/day. Please also use this category for any essential changes to modify the duration of the event.
8	Challenge with the original equipment and features allocated	This change request category requires escalation and includes all reasons related to features or equipment not being suitable for the event. This does not include accessibility requirements, please include a clear description of the features which are required and are not present/ adequate in the allocated room.
9	'Opt-out' of lecture recording (as per policy)	Once room allocations have been processed, any event with a lecture (LEC) subgroup allocated a room which supports lecture recording, will automatically be tagged to be recorded. The Subject/School needs to opt out of recording if the event is not to be recorded, as per the policy.

Un-roomed
events period

Change request period – additional reasons

Change Description Examples

Un-roomed events period

Reason 1: Room no longer required



- This event is cancelled, therefore we no longer need the room.



- Room no longer required - **Not enough information, SMTT needs to know whether the event is cancelled or not**
- For week 13, can you please split it from the event and make it online delivery? - **Online delivery is not supported unless it is part of the agreed course structure**

Reason 2: Central Room request



- I have found a new time/day for my event which was not roomed in May, I have changed the details on the event and need a room allocated.
- This event was unroomed and now following discussions with the course convenor we have lowered the capacity and I have identified a room that's free. Could you please room it in ___ ?
- Our computer lab is out of action due to dry rot. We need to move all the classes from there into computer labs but there aren't enough of those that are available through others' local space. Could we have a TEAL room please as this would work fine for this class as the students share computers?



- This event was unroomed after the main timetabling run in May and is still unroomed. Could you please room it? - **Change requests shouldn't be put in as a reminder unless something was changed about the event and have now identified an alternative room.**
- I've added the requested room into the requested room field in CMIS, as it's available at the time that I need - **You should not request a specific room in the requested room field in CMIS; preferred room can be included in the CR description box, however any room that fits the requirements can be allocated.**

Reason 3: Use of another area's local space



- We have been given permission by the local space manager to use the local Lab. I have attached the email confirming use of this room into the supporting docs. Could you please room this event in the local Lab?



- We have been given access to an Arts local space for our course how do we add the room to the event? - **confirmation email from Arts should be added in the supporting documents before SMTT will room in that space.**

Change Description Examples

Reason 4: Accessibility requirement not known at the time of rooming



- A student needing step-free access has changed course and so the room needs to be changed to an accessible room.
- A student has an agreed 'reasonable adjustment' for lectures to be recorded in order to aid with their notetaking. They have assistance with notetaking in their disability provisions, so could the lecture please be re-roomed with lecture recording facilities?
- We have a new staff member with a physical disability teaching on this event. I have added their name to the event and tagged the event with the accessibility tag



- We might have a staff member teaching on this course (not known yet) with accessibility need, can we have an accessible space just in case?
– **SMTT cannot allocate accessible rooms as a placeholder**

Reason 5: Change in size post enrolment



- This course has recruited more than expected and we now need a bigger room. Could you please re-room it to the new size please? (subgroup sizes already change in CMIS)
- I checked the enrolment and we currently have 10 students taking this class, and don't anticipate this number to go up. I have updated CMIS from 14 to 10. Would there now be a room this size that can accommodate our original request of a white board, visualiser and chairs that could be moved to enable group collaboration.



- Please re-room this event as we expect students not to attend the in person teaching so a smaller room will be fine, but we cannot reduce the size – **The size needs to be changed in CMIS for a new room to be allocated and the space allocated needs to be able to accommodate the whole class.**

Change Description Examples – Approval and Evidence Required

Reason 6: New course/event introduced



- Hello, this new event has been added to the timetable we have tagged for tables and chairs to support the teaching and added the relevant subgroup to give the size
- We have a new course added to the timetable in July which needs to be roomed in central space. We've built the structure and created the events, checked the availability and a room is available at this day and time.



- We've created this new course in CMIS after the April deadline. It can only be taught on a Thursday 2-3 pm. We cannot see anything available; can you find a room for it? – **If there is no availability at that day and time, SMTT will not be able to resolve it**
- Hello for rooming this event, we'd like a room with the capacity of 40-50 students. - **All teaching events need to have a subgroup size set up in the course field in CMIS**

Reason 7: Essential Time/Day change



- The lecturer's agreed working hours have changed, resulting in a need to change the day and time of the event
- The assigned staff member has now been confirmed and added to the relevant events leading to a travel time problem. Can these be reviewed and moved closer together. In the Supporting Evidence box we have identified clash-free times when the tutorial could take place instead.



- Lecturer would like to change the day/time of their class for one week due to a last-minute conference or research activity - **this CR does not fit the criteria of essential change and moving a class can cause constraints in the timetable and clashes with other courses. Alternatives should be considered should the conference or research be of importance.**

Change Description Examples – Approval and Evidence Required

Reason 8: Challenge with the equipment and features allocated



- We need tables and chairs to support the teaching style of this course, the current room is a lecture theatre so this needs to be changed.
- This event is a class exam and requires tables and chairs



- We are requesting a TEAL room for this event as we couldn't find any other space on the campus – **TEAL should be used to support a particular pedagogy**
- The current room allocated has a faulty visualizer. Can the event be roomed to another central room with working equipment – **If the equipment is not working properly, you should raise a Help Desk request to IT Services.**

Reason 9: 'Opt-out' of lecture recording



- This session will take the format of small group working and presenting to the other groups in the room, due to this it has been agreed this single event should not be recorded, due to the interactive nature of the teaching and approved by the Dean.



- Academic has informed us they want this course to be removed from the Lecture Recording system as they are uncomfortable on screen. – **This needs to be agreed via the approval system and the College to be aware of the staff member opting out and approve this**