STREAMLINING TIMETABLE PROJECT – ROLLING COURSE TIMETABLING REQUIREMENTS

SESSION 5016
Fri, Nov 10, 2017
(09:00 AM - 09:45 AM)

PRESENTERS

Heidi McKellar

Senior Functional Analyst

Griffith University

H.McKellar@Griffith.edu.au

Parth Raval

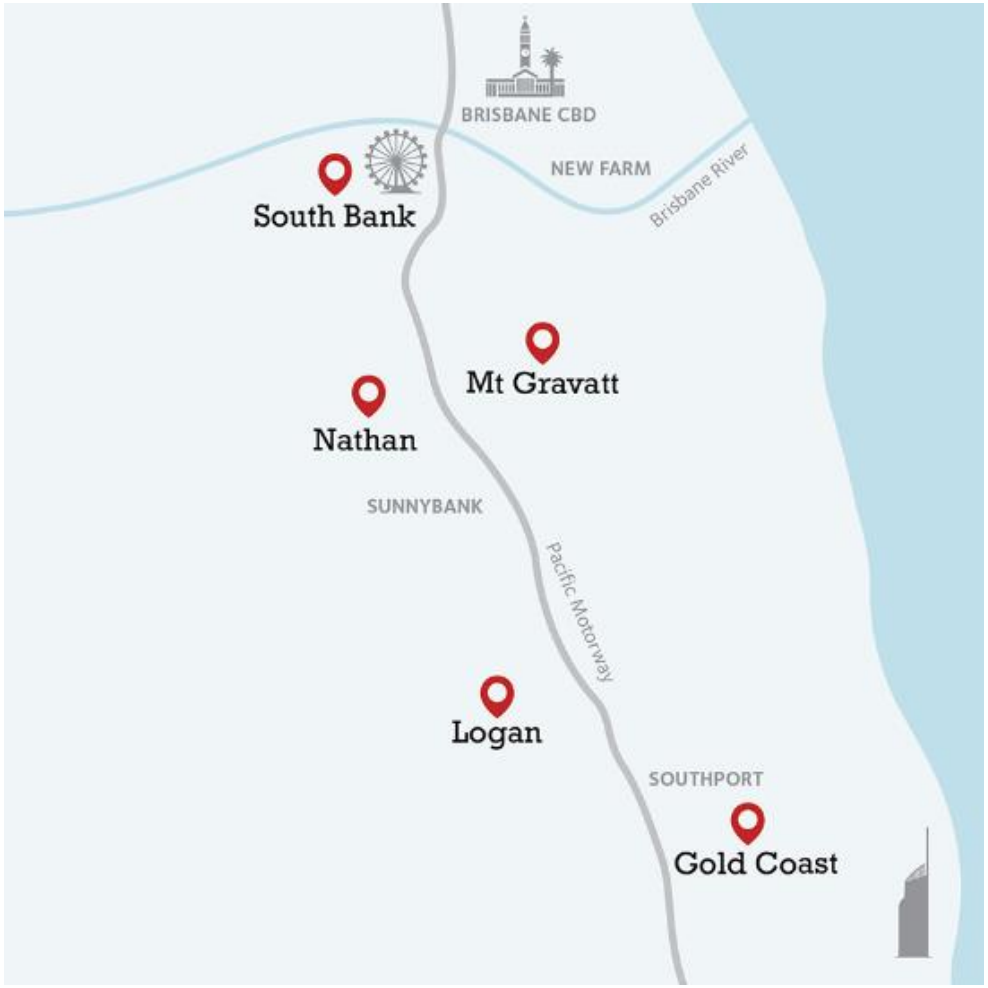
Deputy Team Leader

Griffith University

P.Raval@Griffith.edu.au

OFFICIAL PARTNER

GRIFFITH UNIVERSITY



- 5 campuses
- 50,000 students
- 8,500 International Students
- Ranked in the top 3% of universities globally
- 200 degrees
- 200,000 alumni across 130 nationalities
- 38 research centres and institutes

GRIFFITH UNIVERSITY & ORACLE

Database Infrastructure

- Oracle 12c Real Application Clusters Database/Dataguard
- Oracle 12c Grid Infrastructure/ASM

PeopleSoft

- Campus Solutions 9.0 Bundle 42
- Integration Hub Portal 9.1
- Finance 9.1 FMS,SCM Bundle 34

  (9.2 project underway)
- HR 9.2 PUM 20, (PUM22 go-live 12/2017)

PeopleTools 8.55

- PeopleTools 8.55.13 (8.55.17 go-live in Dec)

OVERVIEW

1. Streamlining Timetable Project
   - History
   - Strategic alignment
   - Vision
   - Objectives
   - Key Deliverables
   - Benefits
2. Approach
3. Implemented Module
   - Course Class Data Collection configuration
   - Course Configuration
   - Timetabling Requirements review
   - Course Requirements
4. Production Support

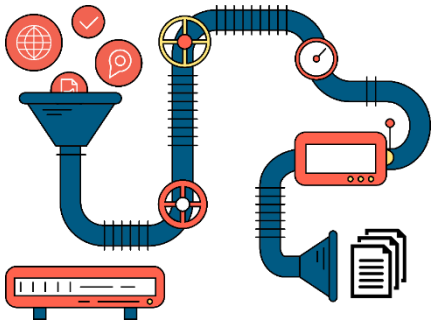
STREAMLINING TIMETABLE PROJECT

History
Strategic alignment
Vision
Objectives
Key Deliverables
Benefits

ADU 8-10 NOVEMBER 2017

HISTORY

Application Engine for class creation was created - GETI



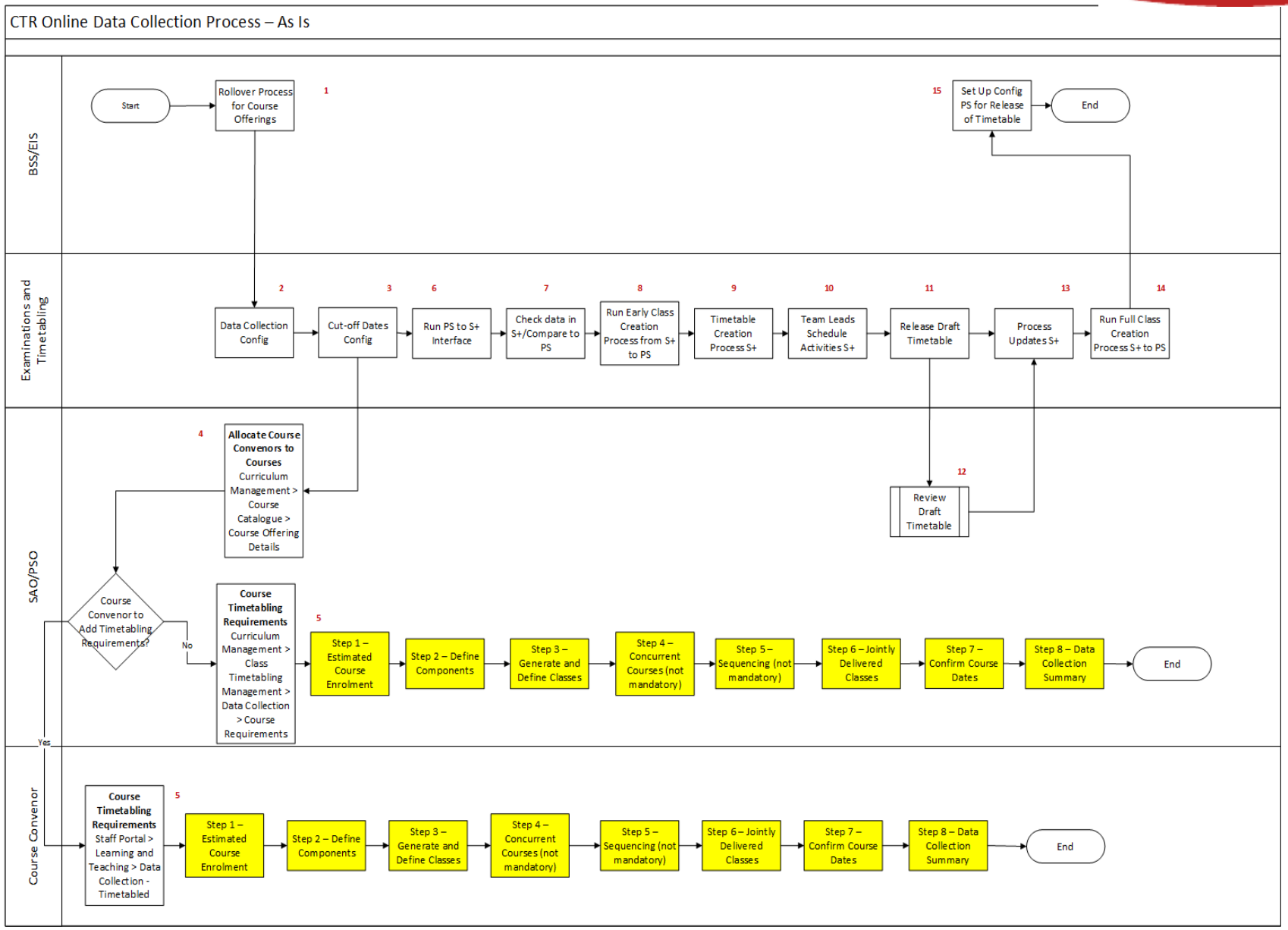
Staff had to indicate their availability to teach

Custom Built Course Timetabling requirements pages for Timetabled and Non-Timetabled Courses.

The process was time-consuming.

Requirements had to be completed for each offering each semester.

EXISTING SYSTEM



BEFORE AND AFTER

	Before	After
Academic		
Course Requirements Form	✓– all courses (was 8 steps)	✓– new courses only (now 6 steps)
Timetable Review Page	×	✓– only if there is a minor change
Change Request Form	×	✓– major changes only
Staff Availability to Teach	✓ – all staff	✓– only if there are exceptional circumstances
School Admin Officer		
School Meeting Requirements	✓	×
Program of Study	✓ – all programs	✓– only for programs with a change

No change
=
No action

Griffith UNIVERSITY

Strategic Plan

2018–2019

Students

GOAL 1.

To provide an excellent educational experience to attract and retain students who, regardless of their background, will succeed at university and become graduates of influence

- Placing Students at the centre
- Improve and streamline processes and systems

BUSINESS VISION

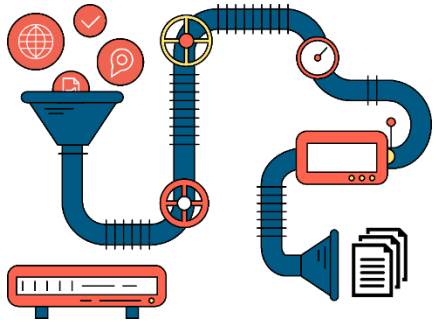
Streamlining *Administrative and Business processes* to improve efficiency and ensure it is as simple and Student-Centric as possible.

OBJECTIVES

Redevelop the Timetable process to a yearly rolled timetable.

Revise the timetable data collection and integration.

Streamline the CTR process and simplify data collection.



Update the staff availability process.

Redevelop the non-timetable class creation process

Train Course Convenors in the new process.

Minimise administrative effort required.

KEY DELIVERABLES

- Full year rolled timetable
- Transitional timetable
- Updates to data collection
- Streamlined summary review and approval
- Updates to the staff availability process
- Improve alignment of timetable development
- Update non-timetable data collection
- Appropriate change management

BENEFITS

- Reduction in administration for Course Convenors
- Reduction in administration for School Administrative Staff
- Reduction in effort within the Exams and Timetabling team
- Reduction in the number of post timetable changes
- Reduced issues with the data collection and integration
- Academic Staff can better plan their time from year to year

APPROACH

Project Analysis

APPROACH

- Project Governance
  - Regular decision group meetings
  - Modelling for early showcasing of the system
  - Development by feature and integrated testing
- Testing
- Stream 1 – Rolled timetable development process
- Stream 2 – Syllabus Plus data collection technical updates

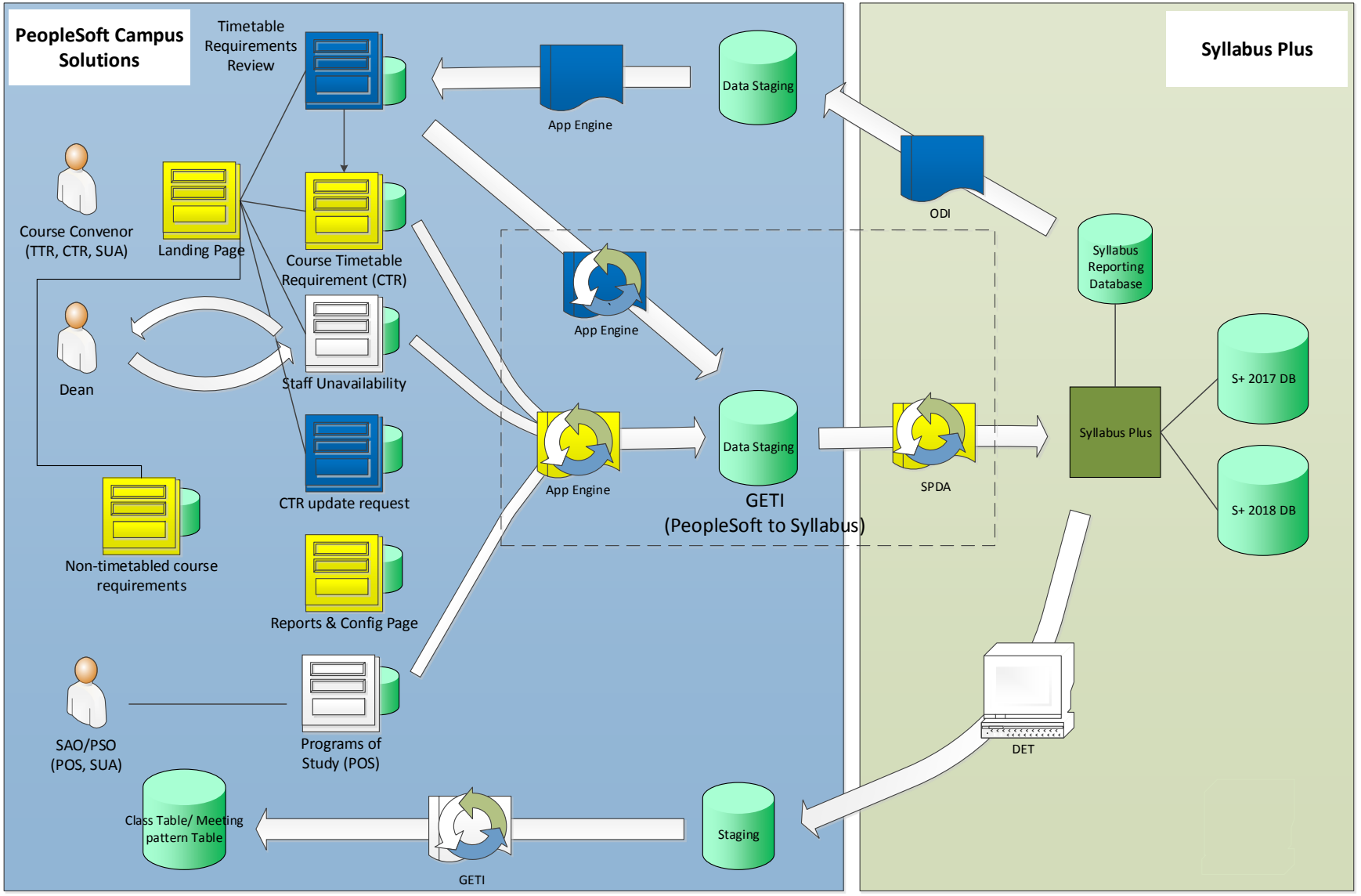
PROJECT DEPENDENCIES

- PeopleSoft
- Exam System Upgrade Project
- Exams and Timetabling Team
- Course Convenors
- Trimester 3 updates to the Timetable Data Collect Solution

IMPLEMENTED MODULE

- Course Class Data Collection Configuration
- Course Configuration
- Timetabling Requirements review
- Course Requirements
- Prioritising Changes

CLASS TIMETABLING – HIGH LEVEL SOLUTION DESIGN

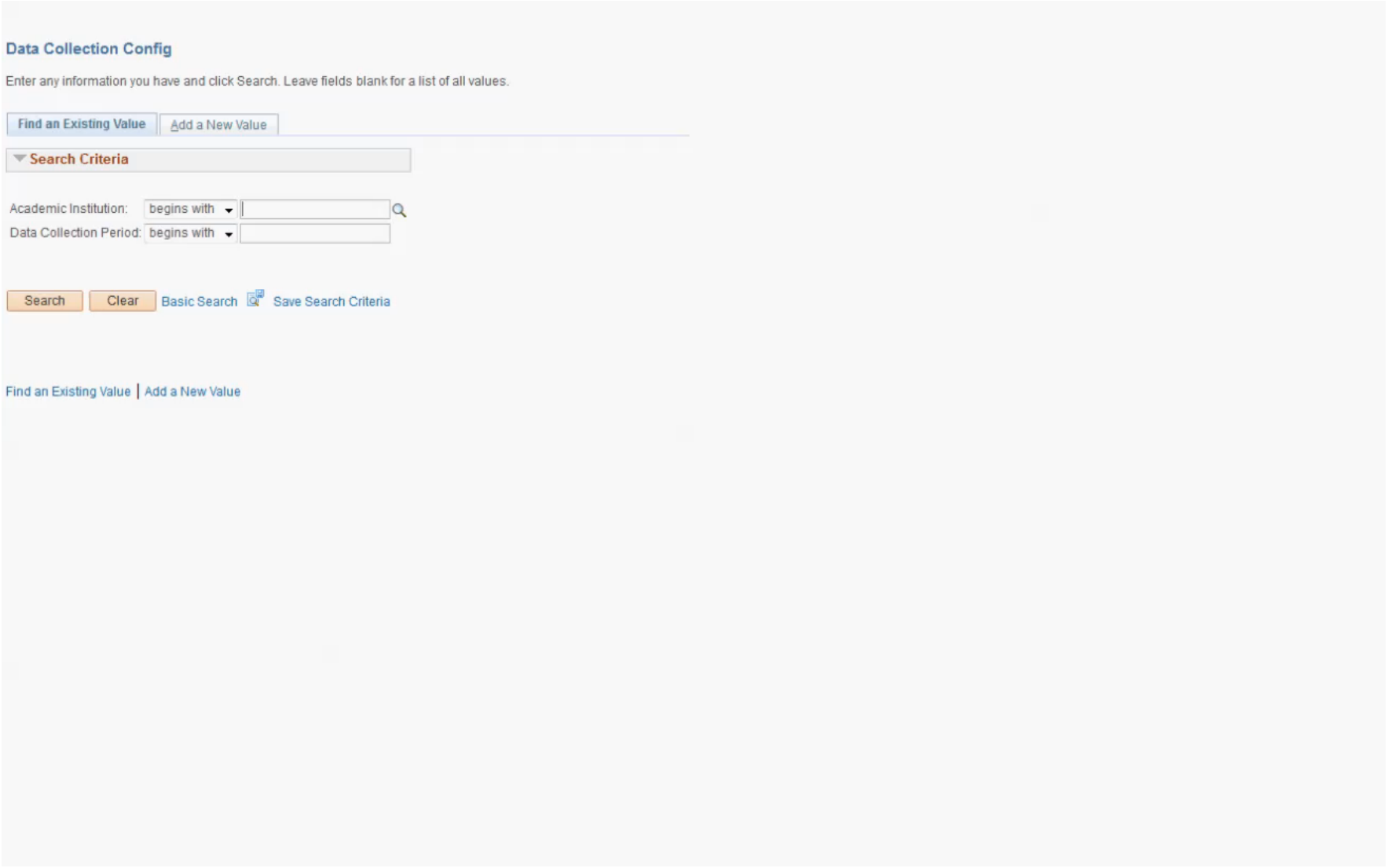


COURSE CLASS DATA COLLECTION CONFIGURATION

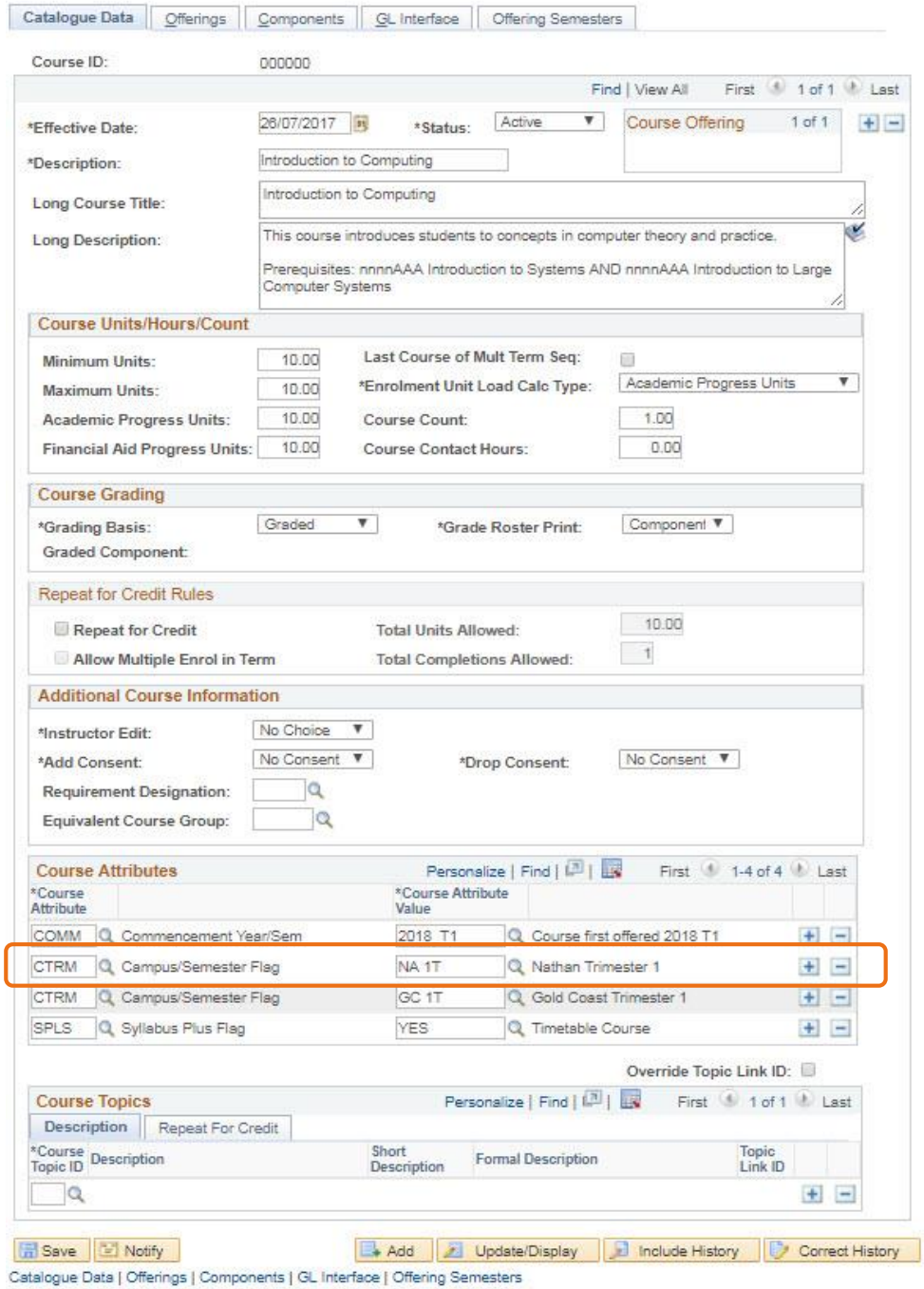
Configuration is completed by Functional Analysts as well as Exams and Timetabling Staff

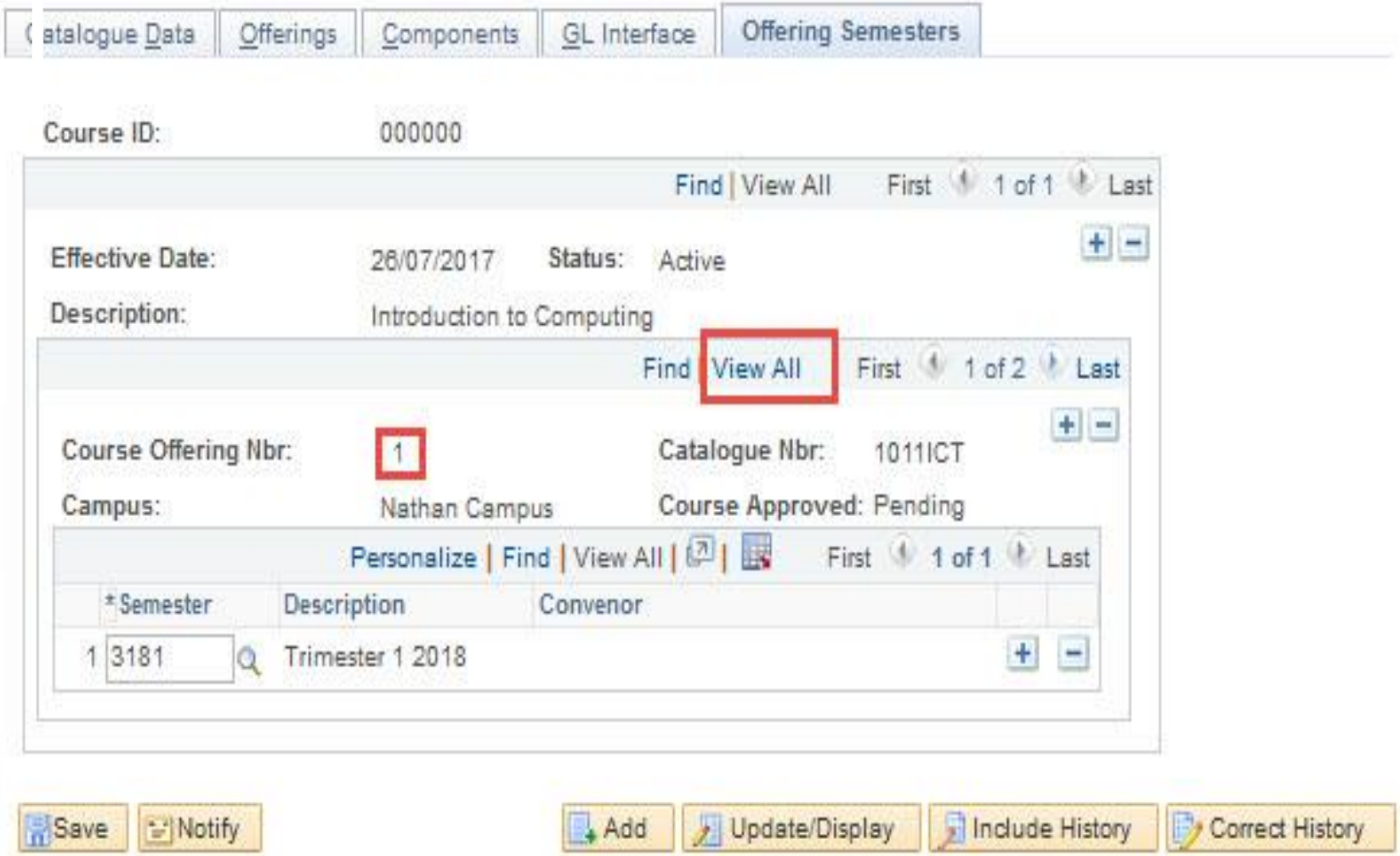
- Course Offering Details Rollover
- Data Collection Configuration Completed
- Generate the Data Collection Weeks
- Add the Named Availability Weeks
- Complete the Named Availability Copy mapping
- Complete the Timetabling Requirements Copy Process
- Generate Timetabling Statistic
- Complete the Rolled Timetable Import
- Create Additional Named Availabilities
- Open Data collection

DATA COLLECTION CONFIGURATION



COURSE CONFIGURATION




atalogue Data
Offerings
Components
GL Interface
Offering Semesters
Course ID: 000000
Find | View All First 1 of 1 Last
Effective Date: 26/07/2017 Status: Active
Description: Introduction to Computing
Find View All First 1 of 2 Last
Course Offering Nbr: 1
Catalogue Nbr: 1011ICT
Campus: Nathan Campus
Course Approved: Pending
Personalize | Find | View All | First 1 of 1 Last
*Semester
Description
Convenor
1 3181
Trimester 1 2018
Save
Notify
Add
Update/Display
Include History
Correct History
Catalogue Data | Offerings | Components | GL Interface | Offering Semesters

Course Offering Details

Course ID:	101843	Introduction to Programming
Term:	3171	Trimester 1 2017
Catalogue Nbr:	1001ICT	

Primary Convenor: **Name:**

Find | View All First 1 of 5 Last

Campus: Gold Coast

Campus Convenor: **Name:**

Personalize | Find | View All | First **1 of 1** Last

	*Location Code	Location	Instruction Mode	Timetabled
1	GC	Gold Coast, On Campus	In Person	☐

Save Return to Search Notify

LANDING PAGE

Course Requirements Data Collection

EXAMINATIONS AND TIMETABLING CENTRE, GRIFFITH UNIVERSITY

Class Timetabling Policy

Course Convenors have the opportunity to review the rolled timetable for the upcoming year. If requirements have not changed from the previous year, no further action is required. Course requirements should only be submitted for new or changed courses.

Staff unavailability data will only be collected for part-time staff, and for staff with extenuating circumstances that limit their availability.

The rolled timetable is subject to change to accommodate University strategic and operational needs.

Data Collection Period

Please select the relevant study period and supply your requirements.

Data Collection Period	Staff Unavailability to Teach	Course Requirements
2017	Select	Select
2018	Select	Select

Course Requirements Data Collection

View My Courses

Collection Year 2018

EXAMINATIONS AND TIMETABLING CENTRE, GRIFFITH UNIVERSITY

Class Timetabling Policy

The table below includes any timetabled and non-timetabled courses you have been assigned to as a Course Convenor for the chosen study period. Please specify your requirements for any new or changed courses.

If any of the information is incorrect / missing or the entire table is blank, please contact your School Administrative Officer/Program Services Officer to rectify.

Trimester 1 2018 - Course Requirements

View as Primary Convenor

Open: Due date - 18/08/2017

Timetabled Courses 1-4 of 4

Status	Due Date	Course Code	Description	Change Request	Campus	Location	Instruction Mode	Campus Convenor
Rolled	18/08/2017	3010LHS	Mdrn Std Chin (Mandarin) IIIA		Gold Coast	Gold Coast, On Campus	In Person	
Rolled	18/08/2017	3010LHS	Mdrn Std Chin (Mandarin) IIIA		Nathan	Nathan, On Campus	In Person	
Submitted	18/08/2017	3019PSY	Cognitive Neuropsychology	Change Request	Gold Coast	Gold Coast, On Campus	In Person	
Not Started	18/08/2017	5021LAW	Competition and Consumer Law		Nathan	Nathan, On Campus	In Person	

Open: Due date - 18/08/2017

Non-timetabled Courses 1-3 of 3

Status	Due Date	Course Code	Description	Change Request	Campus	Location	Instruction Mode	Campus Convenor
Submitted	18/08/2017	3181ENV	Special Topic	Change Request	Nathan	Nathan, On Campus	Supervised Research	
Not Started	18/08/2017	7004LAW	Immigration and Refugee Law		Online	Online	Online	
Rolled	18/08/2017	7041HSV	Advocacy and Leadership		Online	Online	Online	

Trimester 2 2018 - Course Requirements

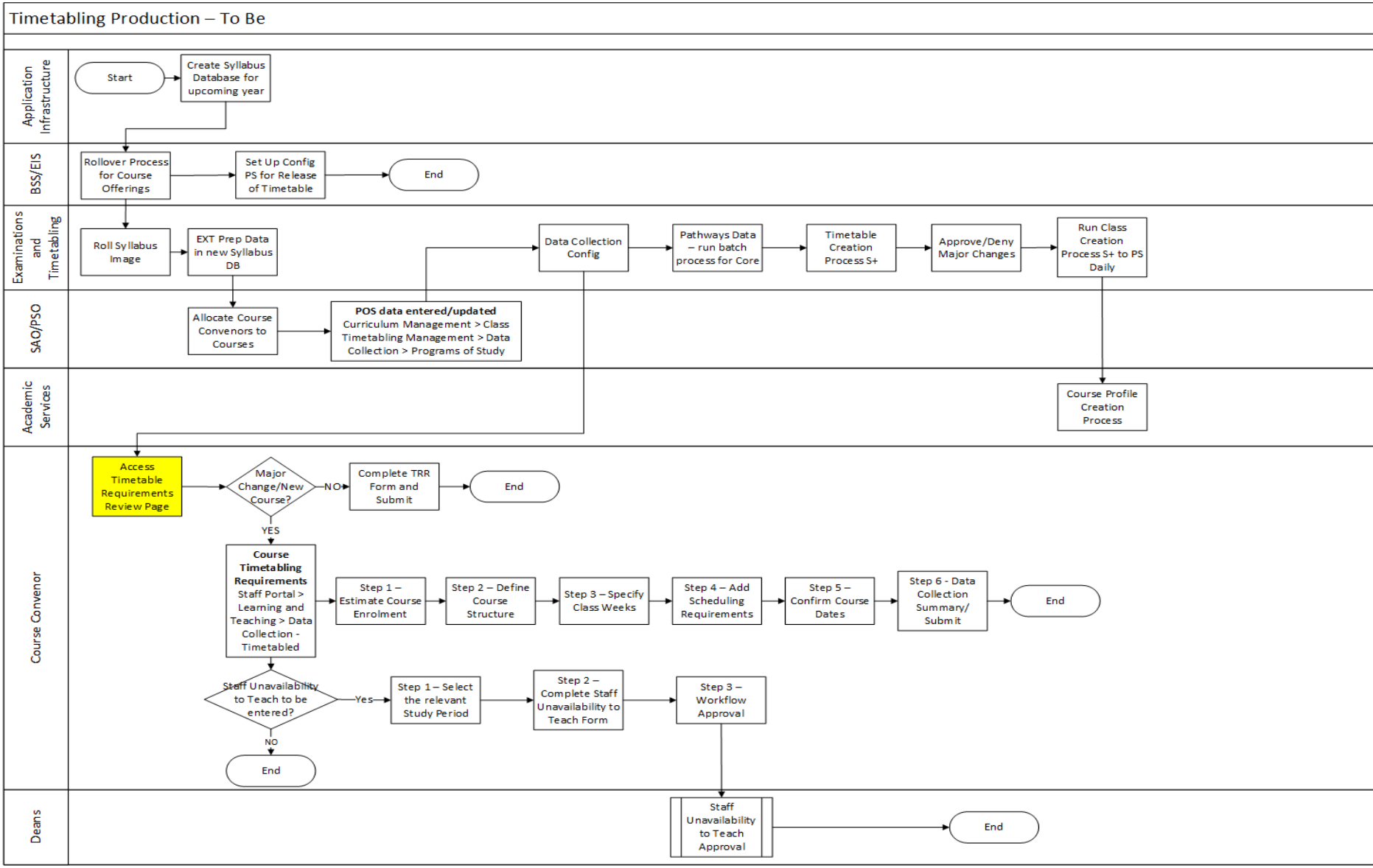
View as Primary Convenor

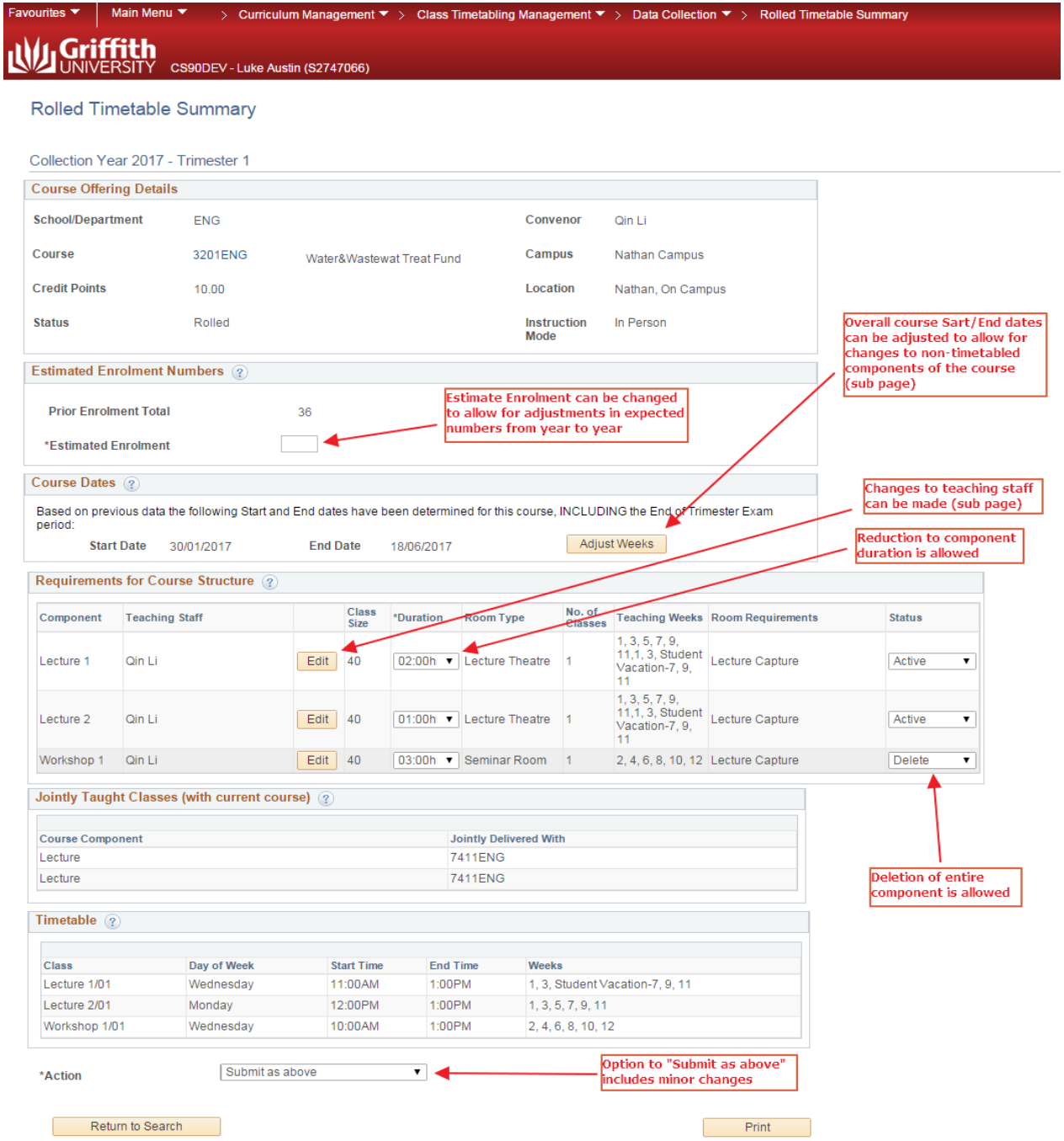
Open: Due date - 01/12/2017

Timetabled Courses 1-2 of 2

COURSE LIST

TIMETABLING REQUIREMENTS REVIEW




Favourites
Main Menu
Curriculum Management
Class Timetabling Management
Data Collection
Rolled Timetable Summary
Griffith UNIVERSITY
CS90DEV - Luke Austin (S2747066)
Rolled Timetable Summary
Collection Year 2017 - Trimester 1
Course Offering Details
School/Department ENG
Course 3201ENG Water&Wastewat Treat Fund
Credit Points 10.00
Status Rolled
Convenor Qin Li
Campus Nathan Campus
Location Nathan, On Campus
Instruction Mode In Person
Estimated Enrolment Numbers
Prior Enrolment Total 36
*Estimated Enrolment
Estimate Enrolment can be changed to allow for adjustments in expected numbers from year to year
Overall course Sart/End dates can be adjusted to allow for changes to non-timetabled components of the course (sub page)
Course Dates
Based on previous data the following Start and End dates have been determined for this course, INCLUDING the End of Trimester Exam period:
Start Date 30/01/2017 End Date 18/06/2017 Adjust Weeks
Changes to teaching staff can be made (sub page)
Reduction to component duration is allowed
Requirements for Course Structure
Component | Teaching Staff | | Class Size | *Duration | Room Type | No. of Classes | Teaching Weeks | Room Requirements | Status
Lecture 1 | Qin Li | Edit | 40 | 02:00h | Lecture Theatre | 1 | 1, 3, 5, 7, 9, 11,1, 3, Student Vacation-7, 9, 11 | Lecture Capture | Active
Lecture 2 | Qin Li | Edit | 40 | 01:00h | Lecture Theatre | 1 | 1, 3, 5, 7, 9, 11,1, 3, Student Vacation-7, 9, 11 | Lecture Capture | Active
Workshop 1 | Qin Li | Edit | 40 | 03:00h | Seminar Room | 1 | 2, 4, 6, 8, 10, 12 | Lecture Capture | Delete
Jointly Taught Classes (with current course)
Course Component | Jointly Delivered With
Lecture | 7411ENG
Lecture | 7411ENG
Deletion of entire component is allowed
Timetable
Class | Day of Week | Start Time | End Time | Weeks
Lecture 1/01 | Wednesday | 11:00AM | 1:00PM | 1, 3, Student Vacation-7, 9, 11
Lecture 2/01 | Monday | 12:00PM | 1:00PM | 1, 3, 5, 7, 9, 11
Workshop 1/01 | Wednesday | 10:00AM | 1:00PM | 2, 4, 6, 8, 10, 12
*Action Submit as above
Option to "Submit as above" includes minor changes
Return to Search
Print

COURSE TIMETABLING REQUIREMENTS

Course Timetabling Requirements
Estimated Course Enrolment

Collection Year 2018 - Trimester 1

Due date 30 Apr 2018. 320 Days remaining for Submission.

Help - Clone Requirements from Existing Course

Use this button to copy the Course Timetabling Requirements data from an existing CTR Form. Data in each step must be reviewed to ensure relevant updates are made for the new offering e.g. Campus.

Course Timetabling Requirements Status Rolled | Clear All | Clone Requirements from Existing course

Course Offering Details

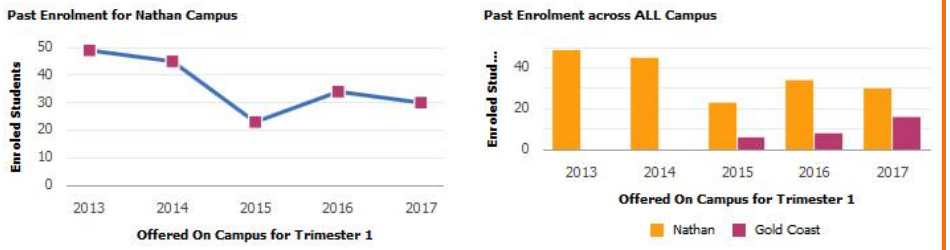
School/Department:	Griffith School of Environment	Convenor:	Walt Disney
Course:	2011ENV Anthropological Perspectives	Campus:	Nathan Campus
Credit Points:	10	Location:	Nathan, On Campus
Instruction Mode:	In Person		

Estimated Course Enrolment

This refers to the estimated number of students expecting to enrol in this course offering and for the selected study period. Where available, use the historical data below to work out an estimate.

*Estimate enrolment: 45

Historical Course Enrolment Data
(post census date)



Please hover over the graph values to see the actual numbers

Save | Next (Define Course Structure) >

Course Timetabling Requirements

Return to Course Search

Step 1 of 6

- Step 1 - Estimated Course Enrolment
- Step 2 - Define Course Structure
- Step 3 - Specify Class Weeks
- Step 4 - Add Scheduling Requirements
- Step 5 - Confirm Course Dates
- Step 6 - Summary and Submit

DEFINE COURSE STRUCTURE

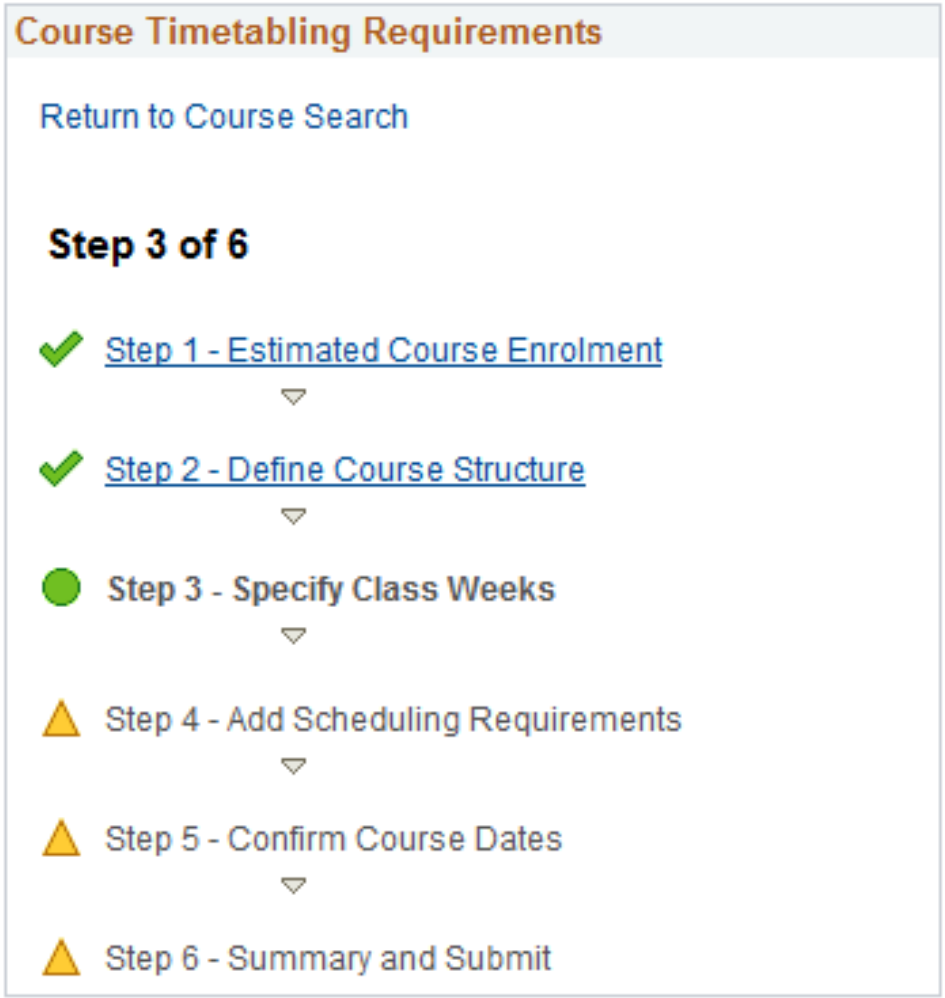
Course Timetabling Requirements

Return to Course Search

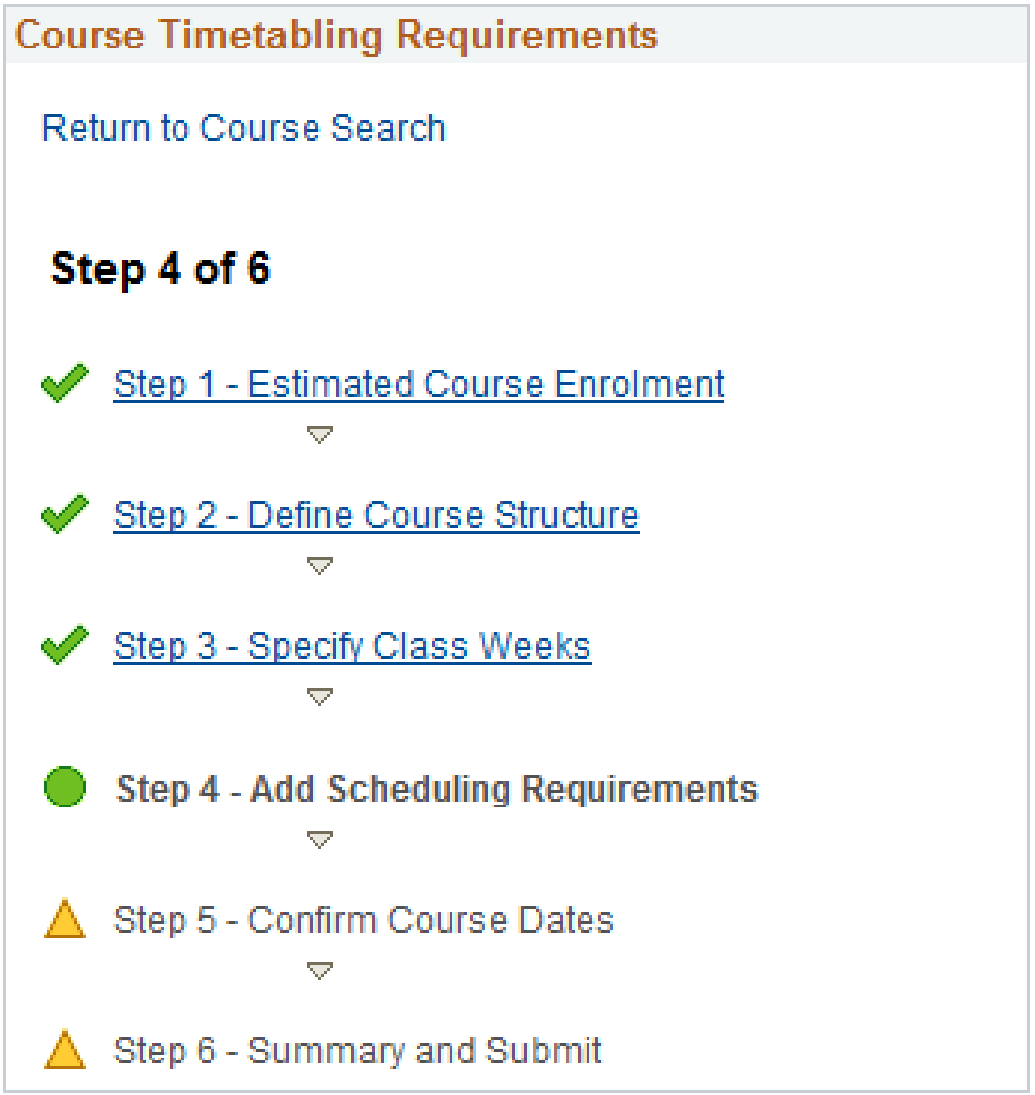
Step 2 of 6

- ✔ Step 1 - Estimated Course Enrolment
- ● **Step 2 - Define Course Structure**
- ✔ Step 3 - Specify Class Weeks
- ✔ Step 4 - Add Scheduling Requirements
- ✔ Step 5 - Confirm Course Dates
- ✔ Step 6 - Summary and Submit

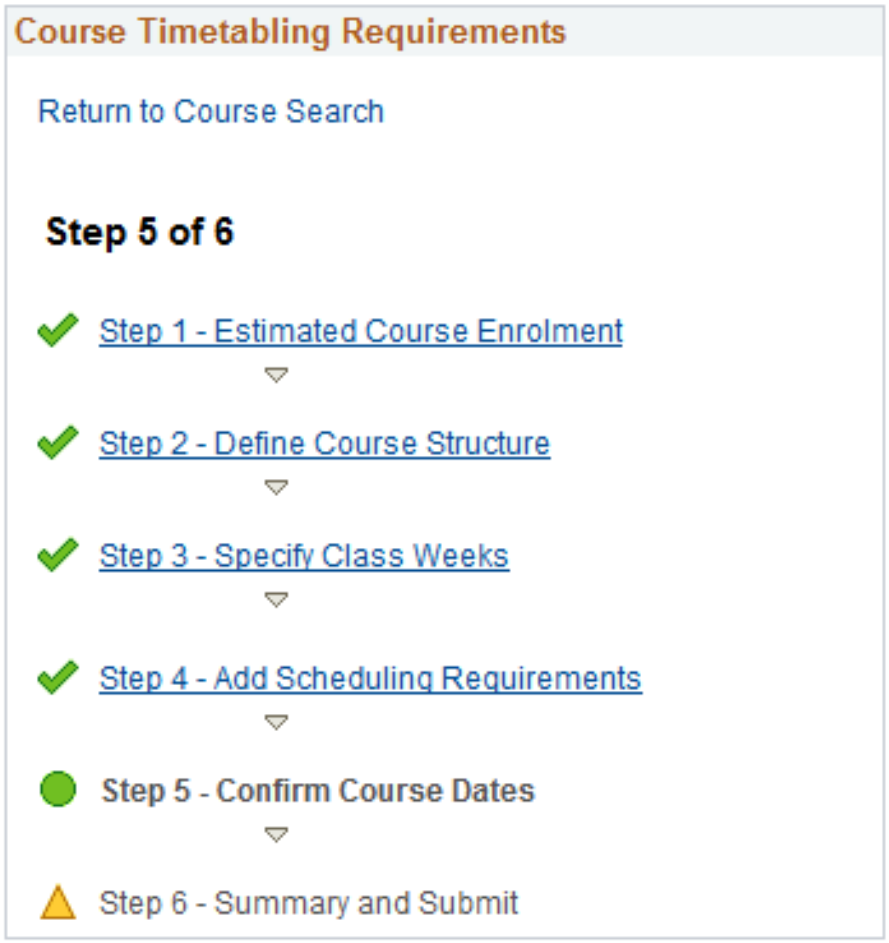
SPECIFY CLASS WEEKS



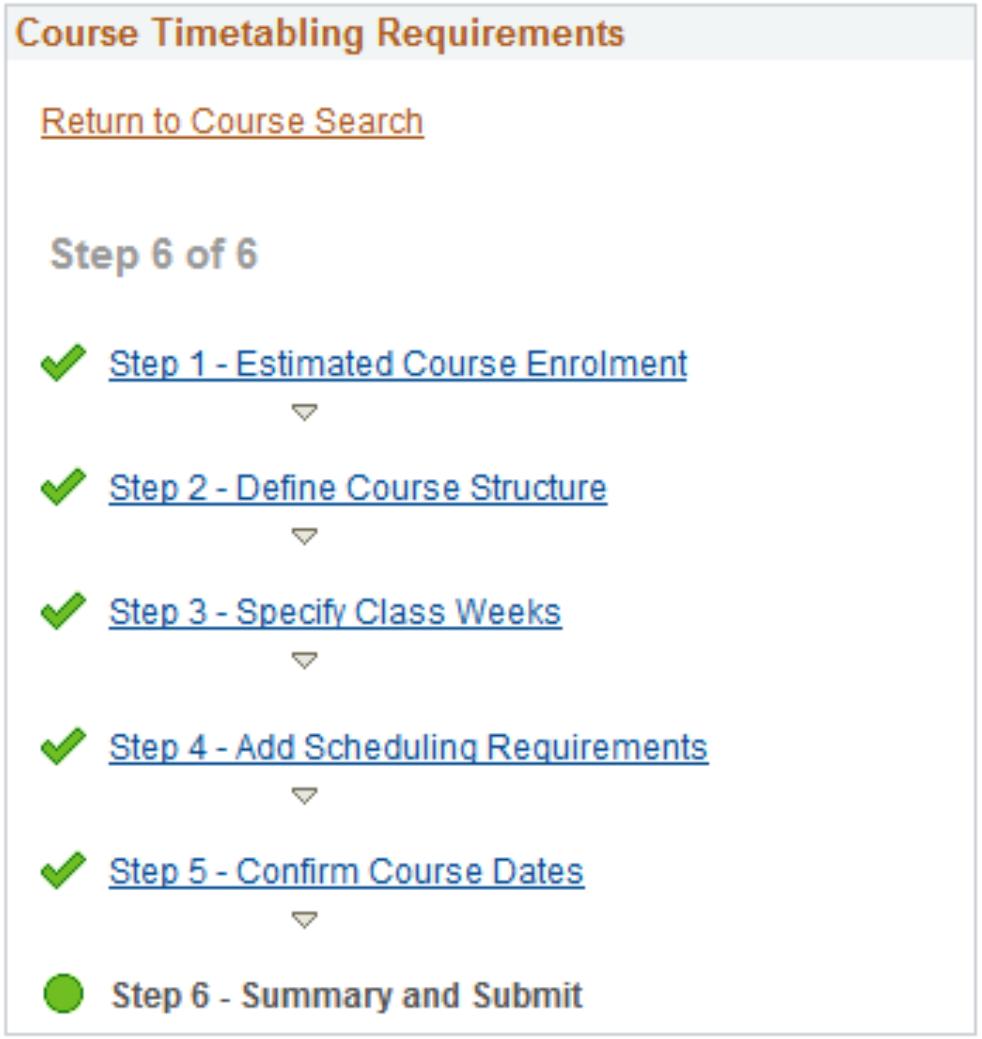
ADD SCHEDULING REQUIREMENTS



CONFIRM COURSE DATES



SUMMARY AND SUBMIT



COURSE REQUIREMENTS NON-TIMETABLED

Course Timetabling Requirements
Estimated Course Enrolment

Collection Year 2018 - Trimester 2

Due date 01 Jan 2018. 59 Days remaining for Submission.

Course Timetabling Requirements Status Rolled | Clear All | Clone Requirements from Existing cou

Course Offering Details

School/Department: School of Medicine
Course: 3205MED Healthcare Systems
Credit Points: 10
Instruction Mode: In Person
Convenor:
Campus: Logan Campus
Location: Logan, On Campus

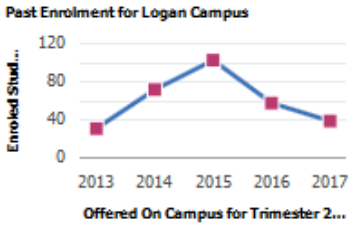
Estimated Course Enrolment

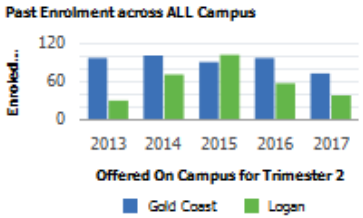
This refers to the estimated number of students expecting to enrol in this course offering and for the selected study period. Where available, use the historical data below to work out an estimate.

*Estimate enrolment: 65

Historical Course Enrolment Data

(post census date)





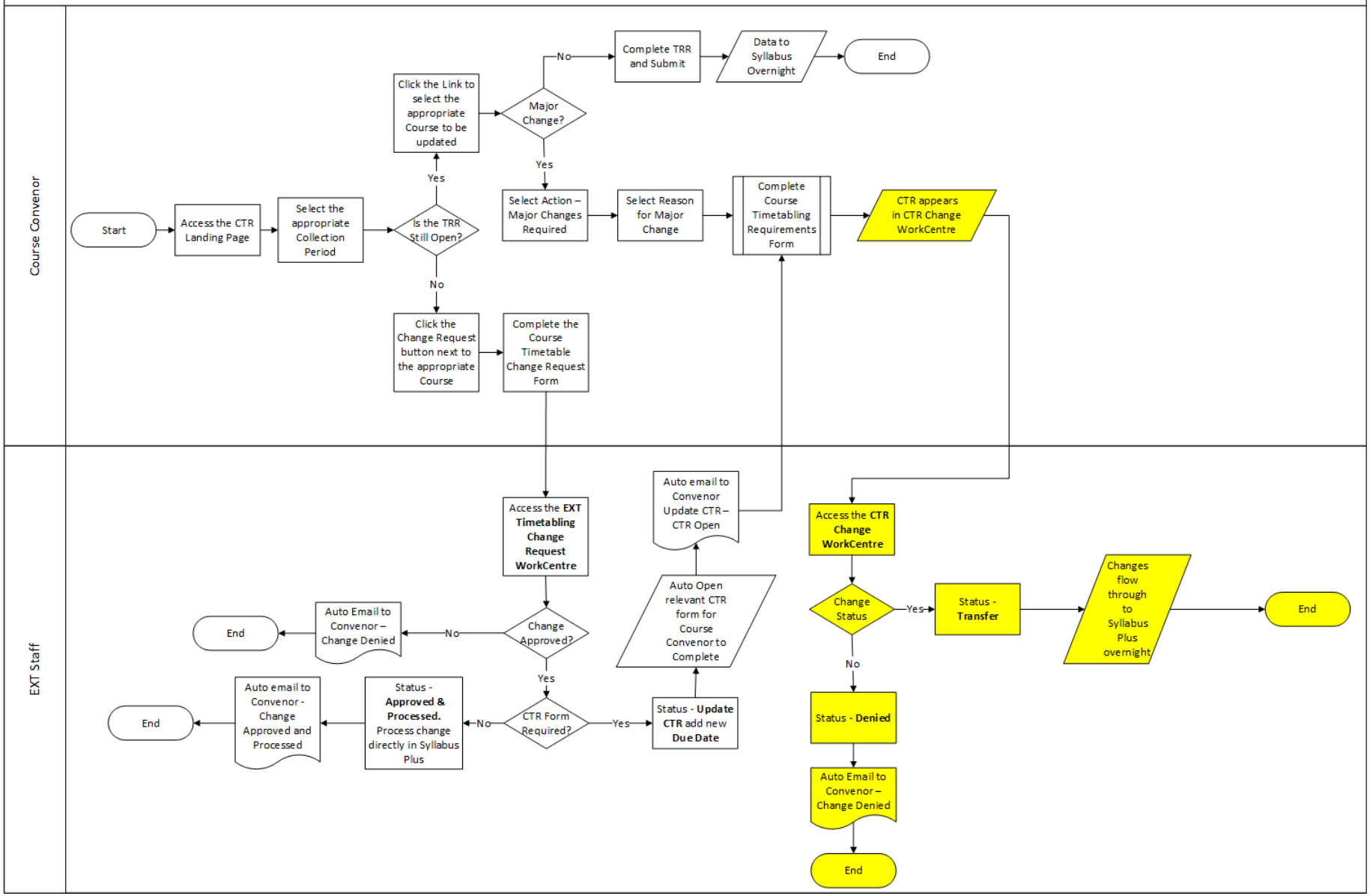
Please hover over the graph values to see the actual numbers

Save | Next (Define Course Structure) >

Last Updated History

Return to Search | Previous in List | Next in List | Notify

Course Timetabling Requirements Change – To Be



CHANGE REQUEST

Course Requirements Data Collection

View My Courses

Collection Year 2018

EXAMINATIONS AND TIMETABLING CENTRE, GRIFFITH UNIVERSITY

Class Timetabling Policy

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Trimester 1 2018 - Course Requirements

View as Primary Convenor

Open: Due date - 18/08/2017

Timetabled Courses 1-4 of 4

Status	Due Date	Course Code	Description	Change Request	Campus	Location	Instruction Mode	Campus Convenor
Rolled	18/08/2017	3010LHS	Mdrn Std Chin (Mandarin) IIIA		Gold Coast	Gold Coast, On Campus	In Person	
Rolled	18/08/2017	3010LHS	Mdrn Std Chin (Mandarin) IIIA		Nathan	Nathan, On Campus	In Person	
Submitted	18/08/2017	3019PSY	Cognitive Neuropsychology	Change Request	Gold Coast	Gold Coast, On Campus	In Person	
Not Started	18/08/2017	5021LAW	Competition and Consumer Law		Nathan	Nathan, On Campus	In Person	

Open: Due date - 18/08/2017

Non-timetabled Courses 1-3 of 3

Status	Due Date	Course Code	Description	Change Request	Campus	Location	Instruction Mode	Campus Convenor
Submitted	18/08/2017	3181ENV	Special Topic	Change Request	Nathan	Nathan, On Campus	Supervised Research	
Not Started	18/08/2017	7004LAW	Immigration and Refugee Law		Online	Online	Online	
Rolled	18/08/2017	7041HSV	Advocacy and Leadership		Online	Online	Online	

Trimester 2 2018 - Course Requirements

View as Primary Convenor

Open: Due date - 01/12/2017

Timetabled Courses 1-2 of 2

Change Request

Change Request Submission

Collection Year 2018 - Trimester 1

Course Offering Details

School/Department	School Allied Health Sciences			**Convenor**	
Course	1206AHS	Food, Society and Nutrition		**Campus**	Gold Coast Campus
Instruction Mode	In Person		**Seq Nbr** 2	**Location Code**	Gold Coast, On Campus

Change Details

*Change Type

*Reason for Change

Enter details of timetabling change

TIMETABLING CHANGE REQUEST WORKCENTRE

Timetable Change Requests

Submitted Change Requests

Catalogue	Submitted By	Collect Period	Study Period	Campus	Mode	Seq Nbr	Submitted Dt	Change Status
1004IBA		2018	1	NA	P	1		Submitted
1051SCG		2018	1	GC	P	1		Submitted
1051SCG		2018	1	GC	P	2	2017-09-05	Submitted
1051SCG		2018	1	GC	P	3	2017-09-05	Submitted
1051SCG		2018	1	GC	P	4	2017-09-05	Submitted
1051SCG		2018	1	GC	P	5	2017-09-05	Submitted
1051SCG		2018	1	GC	P	6	2017-09-05	Submitted

Change Requests Under Review

Catalogue	Submitted By	Collect Period	Study Period	Campus	Mode	Seq Nbr	Submitted Dt	Change Status	Assigned To
1001LHS		2018	1	GC	P	1		Review	
1008DOH		2018	1	GC	P	1	2017-09-01	Review	
1015MSC		2018	3	GC	MM	1		Review	

EXT comments are sent in an email to the convenor

Change Request

Change Request Submission

Collection Year 2018 - Trimester 1

Course Offering Details

School/Department: Dept Intnl Bus&Asian Studies
Convenor:
Course: 1004IBA Modernising Asia
Campus: Nathan Campus
Instruction Mode: In Person
Seq Nbr: 1
Location Code: Nathan, On Campus

Change Details

*Change Type: Change to course relationships (jointly delivered courses)
*Reason for Change: Change of nominated staff member or staff unavailability
Enter details of timetabling change

Due Date appears after Accepted – Update CTR

Approval Details

Course Convenor Due Date:
Timetable Change Status: Submitted
EXT Comments:
Currently Assigned To:

Accepted - Update CTR
Accepted and Processed
Request Denied
Submitted
Under Review

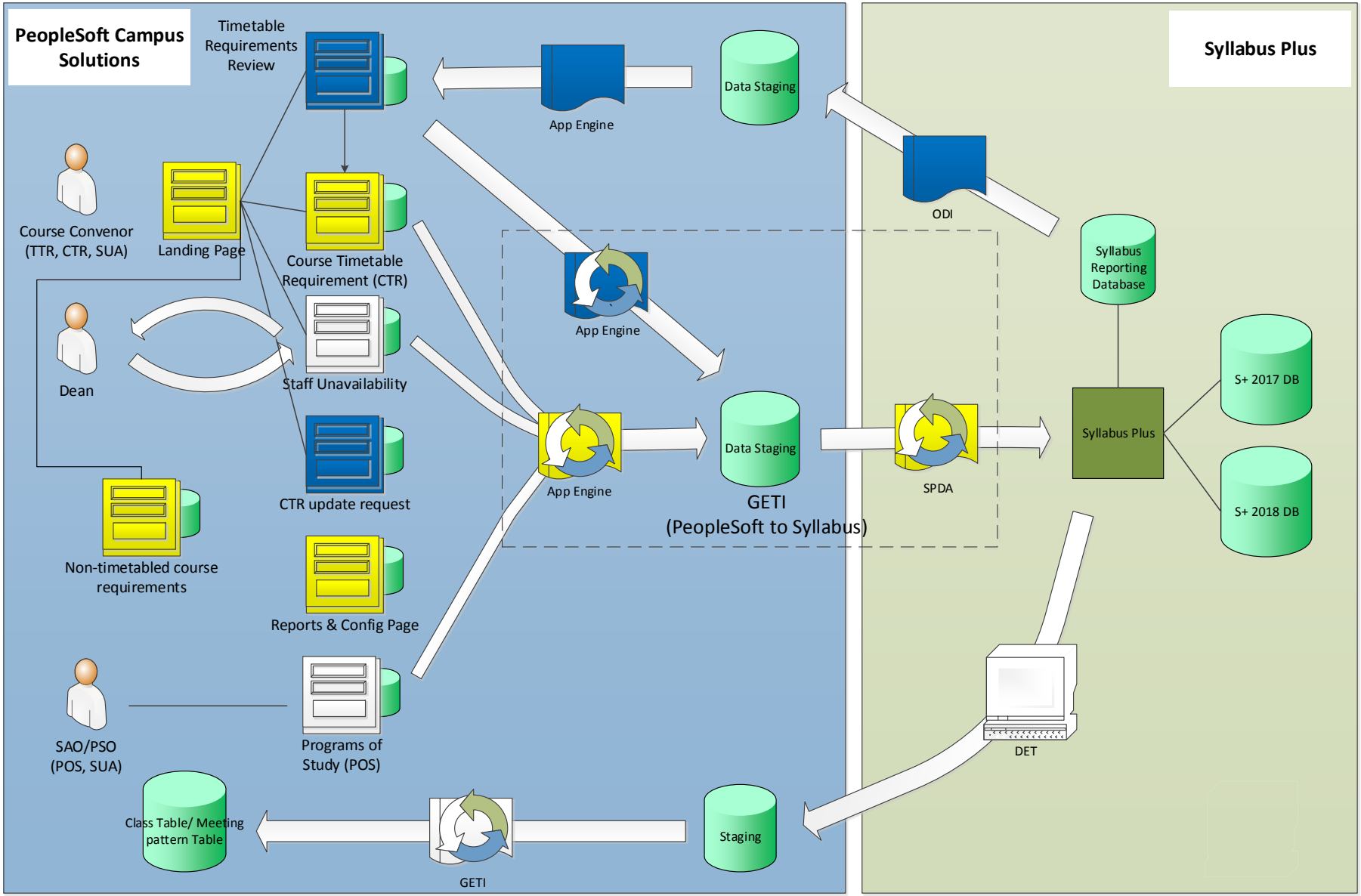
TTR Status: Submitted
CTR Status: Rolled
Submitted Date:
Last Update Date/Time:

Return to Search | Save

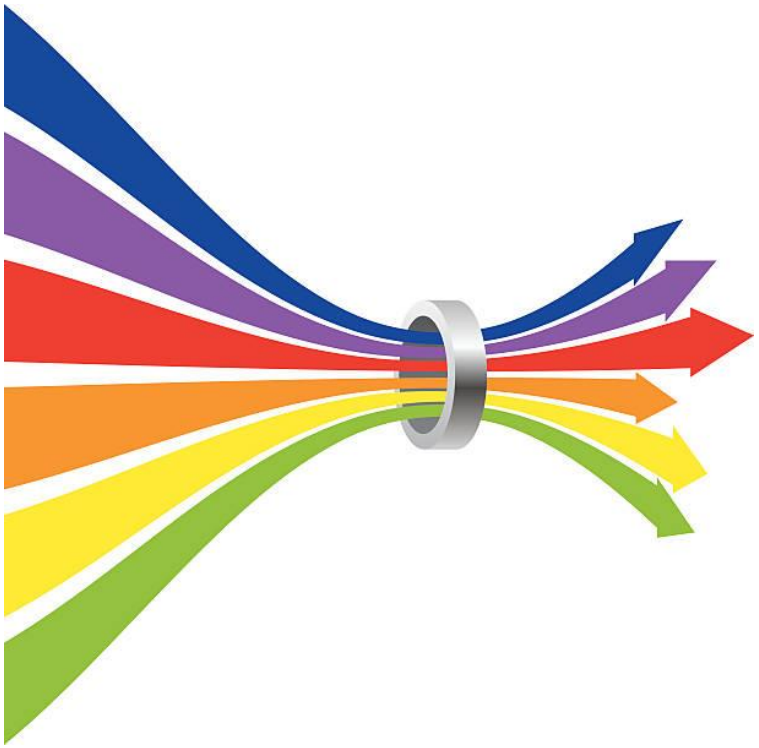
PRODUCTION SUPPORT

Enhancements

PRODUCTION SUPPORT



POST GO LIVE



- Reduce bottle necks
- Improve reporting
- Security amended
- Increase communication
- Additions to pages

CONCLUDING THOUGHTS

ANY QUESTIONS?

PRESENTERS

Heidi McKellar

Senior Functional Analyst

Griffith University

H.McKellar@Griffith.edu.au

Parth Raval

Deputy Team Leader

Griffith University

P.Raval@Griffith.edu.au

ALL ALLIANCE PRESENTATIONS WILL BE AVAILABLE FOR DOWNLOAD FROM THE CONFERENCE SITE

THANK YOU!

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