



Timetabling at UCD

Working Group Membership and Terms of Reference

Approved by UMT Education Group on 24th April 2025

Context

Timetables are created locally by Schools and recorded centrally by UCD Estates (using CMIS) with assistance from the Systems and Data Services Team and the Curriculum Team. The UCD Breaking Boundaries Strategy to 2030 commits to reforming “our curriculum, timetabling, assessment modes and credit weightings to optimise teaching and learning across all modes and levels”. The current system/platform (CMIS) that is used to support timetabling and is coming close to the end of support which is one of the drivers for establishing a Timetabling Discovery project.

A Working Group of the UMT Education Group, with appropriate reporting mechanisms, is proposed to scope, initiate and oversee the Timetabling Discovery Project UCD. A project team will be established to support the remit of the Working Group and additional sub-groups may be convened as required.

Membership

- Chair, Dean of Learning and Teaching
- SU Education Officer
- Representatives of UCD Schools & Colleges, both faculty and professional staff to be drawn from an appropriate range of academic disciplines and support units.

All members of the Working Group will be appointed by the Registrar in consultation with the Chair of the Working Group. The membership of the Working Group will, in as far as possible, be gender balanced.

The Working Group may co-opt academic or professional staff as required. Co-opted members will not have voting rights.

- Prof Marie Clarke, Deputy Registrar and Dean of Learning and Teaching (Chair)
- Assoc Prof Alexander Thein, School of Classics
- Andrew Myler, Director of Estates Operations & Services
- Brid Reason, Director, College of Arts and Humanities Office
- Dr Carmel Davies, School of Nursing, Midwifery and Health Systems
- Caroline Barrett, Interim Director of Student Registration, Fees and Data Operations, UCD Registry
- Caroline McTeigue, Project Lead, UCD Registry
- Chele Connolly Doran, Senior Programme Manager, Quinn School of Business
- Assoc Prof Cliona Kelly, School of Law
- Dave Peelo, Systems and Data Services, UCD Registry
- Prof Emma Sokell, Dean of Graduate Studies
- Prof Hugh Campbell, School of Architecture, Planning and Environmental Policy
- Iryna Buksha, Programme Manager, Graduate School of Business
- Assoc Prof Mark Coen, School of Law
- Nicola Neville, Operations Manager, UCD Estates
- Dr Nuria Garcia Ordiales, School Manager, School of Mathematics and Statistics
- Dr Orna O'Brien, Director, College of Business, Global Campus
- Assoc Prof Sharleen O'Reilly, School of Agriculture and Food Science
- Assoc Prof Suzanne Donnelly, Director of Clinical Studies, School of Medicine

- Suzanne Kealy, Service Lead, Office of the Registrar
- Assoc Prof Tara Cusack, School of Public Health, Physiotherapy and Sports Science
- Mark Mion, UCDSU Education Officer

Working Group Terms of Reference:

The Working Group will:

- i. Oversee university-wide consultation process with faculty and staff to explore current views on timetabling practices, processes and areas for development.
- ii. Oversee university-wide consultation process with students to explore current views on timetabling.
- iii. Consider the evidence and data relating to timetabling processes and systems to best inform approaches for its adoption in UCD. Evidence and data will be gathered through appropriate mechanisms including, but not limited to:
 - Conduct a literature review on Timetabling practices in HEIs (including the impact of timetabling on good pedagogical practices)
 - Direct consultation with internal stakeholders
 - Existing institutional data and reporting
 - Benchmarking with comparable institutions
- iv. Consider, and make recommendations relating to, the resources to best support timetabling, which may include:
 - Business case for the procurement of a new system/platform
 - Updates to existing university systems
 - Updates to existing timetabling processes, including but not limited to local and central processes, class timings/durations, subject grid.
 - Pedagogical priorities in relation to timetabling.
 - Staff training and other supports
 - Timetabling policy
- v. Be cognisant of possible changes to existing policies and regulations, and to notify the appropriate governance body in a timely manner.
- vi. Agree and oversee university-wide communications relating to the project.
- vii. Consider and report on benefits and risks of the recommendations arising.

Reporting:

The Working Group will report to UMT EG, with updates as necessary to UMT SEG and the UCD Space Management Group (established as a subcommittee of the UMT Capital Projects Group (CPG) to oversee University space allocation, timetabling of shared teaching resources and advising the CPG on matters relating to Space Management).

Conduct of Business:

- The Working Group will meet as required for the duration of the project.
- Meetings will be considered quorate when a third of its members are present, one of whom must be the Chair.
- Meetings will be convened by the Chair with notice of at least 2 weeks.
- The agenda and meeting papers will be circulated by email no later than 7 days before the meeting.
- Members may not nominate others to attend meetings on their behalf.
- Decision by electronic consultation may be facilitated in exceptional circumstances.
- The Working Group will be supported by the relevant project support.