

# **RACI Matrix**

Data Collection and reviewing the draft timetable activities

**INTERNAL ONLY** 

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### Roles and responsibilities



The following slides contain the roles and responsibilities for **timetabling data collection** and the **review of the draft timetable**.

The roles and responsibilities are presented as a RACI matrix:



• Actions the task or deliverable.



 Provides input on the deliverable and is often a subject matter expert.



• Ensures **completion** of the task or deliverable and overseeing that the task is done. This is normally one person.



Is kept informed on the task or deliverable

## Roles and responsibilities (1)



#### **Review topic availabilities (June- July)**

Inform Colleges\* of commencement of the process

**Extract and adjust** the list of topic availability information (post roll of topic availabilities) and **send** to Colleges\*\*

Review the list and decide which topics should remain as is or be amended (changes to topics to follow Education Quality processes)\*\*

- CBGL, CSE, CHASS & CNHS -Teaching Program Directors
- CMPH & CEPSW Teaching Program Directors & Course Coordinators

#### Provide non-semester topic dates (July-Sep)

Extract and adjust list of Non-Semester topics and request information to Colleges\*\*

Supply teaching and assessment dates for Non-Semester topics



 Director, Student Administration Services Education Resources Coordinator

- IHS • Education Resources Coordinator
- Program DirectorsCMPH,CNHS & CEPSW Teaching Program Directors & Course

CBGL, CSE & CHASS - Teaching



 Director, Student Administration Services

- Manager, Resources Scheduling Services
- Dean (Education)

- Manager, Resources Scheduling Services
- Dean (Education)

Coordinators



 Manager, Resources Scheduling Services

- Education Resource Officers
- Dean (People and Resources)
- Topic Coordinators
- Discipline Leads
- Course Coordinators
- Enrolment and Course Advisors
- Education Resources
  Officer
- Dean (People and Resources)
- Topic Coordinators
- Discipline Leads
- Education Resource Officers



- Education Resources Coordinator
- Education Resource Officers
- College Managers, Student Administration Services
- Dean (Education)
   Dean (People and Resources)
- College Managers, Student Administration Services

- Education Resources Coordinator
- College Managers, Student Administration Services

- Dean (Education)
   Dean (People and Resources)
- College Managers, Student Administration Services
- Education Resources Coordinator
- College Managers, Student Administration Services

<sup>\*</sup> Deans (Education), Deans (People and Resources) and Directors of College Services

<sup>\*\*</sup>For CHASS, review of topic availabilities and communication to Resource Scheduling Services occurs earlier than May, and hence steps marked \*\* may not be required



#### Provide new and rolled activity/class data (mid July – Aug)

### Provide staff unavailability data (Aug)

Request

**Extract and adjust** spreadsheet with new and rolled activity/class information and request information from Colleges

Coordinator

**Education Resources** 

Circulate spreadsheet to Topic Coordinators for completion/review, assign an interim Topic Coordinator, if required and provide information to RSS

CBGL, CSE & CHASS - Teaching



**Supply** required information\* for new activities/classes and validate data\* for rolled activities/classes

- **Topic Coordinators**
- Discipline Leads

**Inform** Dean (P&R) of the commencement of the process

unavailability

approval for **Approve** staff unavailability requests

 Academic staff Manager, Resources Scheduling Services

Dean (People and Resources)





- Manager, Resources
- · Dean (Education)

**Program Directors** 

· CMPH.CNHS & CEPSW -Teaching Program Directors &

Course Coordinators

- CBGL, CSE & CHASS Teaching **Program Directors**
- CMPH, CNHS & CEPSW -Teaching Program Directors & Course Coordinators
- Manager, Resources Scheduling Services
- · Academic staff
- Dean (People and Resources)



- Education Resources Officers
- Dean (People and Resources)
- **Education Resources Coordinator**
- Technical staff (labs)
- Director of College Services
- · Education Resource Officers
- Education Resources Coordinator
- Supervisors
- Academic staff



- · Dean (Education) Dean (People and Resources)
- · College Managers, Student Administration Services
- **Education Resources Officers**
- College Managers, Student **Administration Services**
- Education Resource Coordinator
- · College Managers, Student Administration Services
- **Education Resources** Officers
- · College Managers, Student Administration Services
- Course Coordinators
- · College Managers, Student Administration • Services
- Supervisors
  - Course Coordinators
  - College Managers, Student Administration Services

<sup>\*</sup>Information required includes: activity and class location suitabilities, duration, Syllabus Plus teaching weeks, class comments, teaching staff, jointly taught activities, special requirements, planned enrolment numbers

### Roles and responsibilities (3)



#### **Review the draft timetable (Mid Oct-Nov) Notify** Topic Coordinators Inform Colleges\* of Release the draft timetable the draft timetable is **Review** the draft commencement of the from Syllabus Plus, check for timetable and provide available for review and anomalies and request process feedback\*\* sign-off on the reviewed review draft timetable · CBGL, CSE and CHASS - Topic Coordinators Education Resources Coordinator Director, Student **Teaching Program Directors** · Discipline Leads Administration Services · CMPH, CNHS & CEPSW -Teaching Program Directors & Course Coordinators CBGL, CSE and CHASS -Manager, Resources **Teaching Program Directors** Director, Student Dean (Education) Scheduling Services · CMPH, CNHS & CEPSW -Administration Services Teaching Program Directors & Accountab **Course Coordinators** Dean (People and Resources) · Manager, Resources **Education Resources Officers** Education Resources **Education Resources Officers** Scheduling Services Officers Technical staff (labs) **Enrolment Course Advisors** Directors of College Services Education Resources Coordinator Dean (Education) **Education Resources Coordinator Education Resources Coordinator** Dean (Education) Dean (People and Resources) · College Managers, Student **Education Resource Officers** · College Managers, Student · College Managers, Student **Administration Services** College Managers, Student Administration Services Administration Services Administration Services

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<sup>\*</sup> Deans (Education), Deans (People and Resources) and Directors of College Services

<sup>\*\*</sup> CBGL, CSE and CHASS - Teaching Program Directors, CMPH, CNHS, CEPSW - Teaching Program Directors & Course Coordinators
Information reviewed includes Syllabus Plus weeks, teaching allocation, allocated room meets teaching requirements, class size, sequencing of activities, number of reserved places, class comments, identifying missing topics /activities/classes/streams, and staff clashes, if any