HSC OP: 61.23, TTUHSC Classroom Usage Policy

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide specific guidance for the usage of classrooms.

REVIEW: This HSC OP will be reviewed on June 1 of every even-numbered year (ENY) by the Director of Classroom Support, with recommendations for revision forwarded to the Executive Vice President for Academic Affairs by June 15.

Policy/Procedure:

1. Administration

   1.1. Classroom usage and scheduling shall be the responsibility of TTUHSC Lubbock Classroom Support and the designated individuals at each of the regional campuses. Regional campus designated individuals will contact Lubbock Classroom Support when they cannot resolve any questions concerning Classroom usage.

   1.2. All reserved space will be scheduled through software that has been institutionally approved to manage such space for academic and institutional use. Currently this software is Event Management System (EMS) by Dean Evans & Associates (DEA).

   1.3. Administration of the EMS software is the responsibility of the Lubbock Classroom Support, the Director of Classroom Support will be the administrator. This includes user permissions and software configuration. EMS database server administration is the responsibility of Information Services who will designate individuals that will be an administrator so that they can administer the database, back-end operations, and reporting.

   1.4. Classroom equipment is the responsibility of Lubbock Classroom Support and designated individuals at each of the regional campuses; this includes computer, projector, projector screen, media player, room audio, and associated control and switching devices. The scheduling of classroom space and all resources that are required for any event, such as videoconference connections and laptops, are the responsibility of Classroom Support. Videoconferencing equipment configuration, operation, maintenance, and usage is the responsibility of Information Technology. Classrooms with videoconferencing equipment must have controls and switching equipment configured so that the classroom can be used independent of videoconference equipment.

   1.5. In order to provide for effective and efficient use of the TTUHSC teaching space, the Executive Vice President for Academic Affairs will bi-annually review recommendations from the Director of Classroom Support as to:

      a. Effectiveness of classroom use and the classroom scheduling guidelines.
      b. Adequacy of classroom resources and furnishings.
      c. Alternative use of classroom space vs. scheduling needs.
      d. Classroom equipment usage and changes needed.

   1.6. The Vice President for Information Technology will bi-annually review the videoconference and associated equipment for effective and efficient use for all events.

2. Usage

   2.1. All classrooms within TTUHSC are available for use by all schools and departments. Although repeated use of the same classroom does not establish a scheduling priority of the space, it is recognized that continuity of classroom assignments may be an advantage.
2.2. Classroom academics and events must maintain a minimum of a 10 minute window between events so that occupants can orderly leave the space and participants for the next event can be seated and videoconference resource allocations can be connected for subsequent videoconference events.

2.3. Responsibility for ending events on time resides with the faculty of the respective schools for classes and event coordinator for non-class events. Conflicts with respect to overlapping into time assigned to another class will be resolved through the Director of Classroom Support or the designated individuals at each of the regional campuses.

2.4. Within the institution there are certain spaces that are designated for exclusive use and must be observed. EMS will be configured to allow only those authorized to approve use of these restricted spaces. Restricted space include:

   a. Lubbock clinical teaching space is scheduled by the school which has the primary use of the space.
   b. Scheduling of the space inside of the Lubbock SimLife Center is the responsibility of the Director of the SimLife Center.
   c. Laboratory space designed for use by the School of Allied Health Sciences is scheduled by the respective chairpersons of the Allied Health Sciences departments.
   d. Lubbock Gross Anatomy Lab is scheduled by the department of Cell Biology and Biochemistry.
   e. All campuses have conference rooms and labs that are for exclusive use.

2.5. Students have the privilege to use classrooms as study space with the following guidelines:

   a. Students have 24/7 badge access to ACB200, Synergistic Center, and reserved access to classrooms that can be reserved for study groups.
   b. Students must come by the Classroom Support Office, ACB201, to reserve classrooms. Classroom Support maintains a list of classrooms that can be reserved.
   c. Classrooms can be scheduled for study groups after 5pm until 8am on weekdays and 7am until 7am on weekends and holidays. TTUHSC events have priority over student study group reservations and may be scheduled at any time.
   d. Reservations must be renewed weekly on a first come first served basis each Monday or the first work day of the week. If a holiday falls on a Monday reservations can include the holiday.
   e. Each study group must consist of 3 or more members to maximize room usage. Last names of the study group members must be turned in when the room is reserved. These last names will be the EMS reservation event name and will print out on the room card.
   f. Security officers are notified each Thursday night of the study groups and can ask any student to identify themselves with their ID badge. That student’s name must appear on the room card or the Security officer could escort the student from the room.
   g. Students are allowed to use classroom computers for study purposes only. Projectors can be used as long as this request is put on the EMS reservation and the projectors are turned off when not being used.
   h. Students must allow housekeeping to clean the room.
   i. Students should straighten room to ready them for class usage the next day.

2.6. University space may not be used for personal purposes, see TTUHSC OP 61.01.

2.7. Cancellations should be made in a timely manner.

2.8. Classroom instructors are in charge of the classroom while their class is in progress. Any changes to their classroom must be approved by the instructor; including media, instructional, and classroom participant volume levels.

3. Scheduling

   3.1. Academic scheduling is the responsibility of the Lubbock Director of Classroom Support and designated individuals at each of the regional campuses.

   3.2. Repeated use of the same classroom space from year-to-year does not establish a scheduling priority on that space. In order to help maintain this continuity and to provide a systematic method for classroom assignments, all scheduling of TTUHSC classroom space is coordinated through Lubbock Classroom Support with the exceptions noted in section 2.4.
3.3. Scheduling of classrooms will be executed under the following guidelines in order of highest priority first:

   a. **Type of activity.** Academic classes have priority over any other event. HSC activities have priority over non-HSC activities. The next priority is given to health related organizations. All requests for classrooms from non-HSC organizations will be reviewed by the Director of Classroom Support and forwarded with a recommendation to the Executive Vice President for Academic Affairs for approval.

   b. **Class size.** Classroom capacity will be matched as closely as possible to course enrollment.

   c. **Fitness for purpose.** Classrooms especially suited for the type of teaching activity required will have priority. Classes requiring videoconferencing resources will be given priority in space with this resource.

   d. **Continuity of room assignments.** Courses will be assigned in a single room with the time slot and days of the week assigned as close as possible to the schedule requested.

   e. **Instructor preference.** If a preference is stated by the course instructor for a given classroom, it will be honored whenever possible.

3.4. In order to provide adequate time for classroom assignment and resolution of scheduling conflicts, class and final examination schedules will be submitted to Classroom Support in Lubbock, and to the designated scheduling person for the Regional campuses, by the deadlines established in advance of the start of the course. Summer and Fall Academic Schedules are due February 1st. Spring schedules are due September 1st. Classroom assignment will be considered final once the schedules have been set. After this date, the process for reassignment of classroom space due to schedule changes will follow the guidelines below:

   a. Minor changes which do not conflict with other courses can be made directly by Classroom Support.

   b. Major changes involving altering the time of day that a class meets or adding dates to the schedule must be done in consultation with the individual responsible for course scheduling in that school.

   c. Potential conflicts arising from a request for a major change will be resolved by the Director of Classroom Support and, if necessary, a recommendation for final approval forwarded to the Executive Vice President for Academic Affairs.

   d. Academic schedule changes after March 1 and October 1 will not be given priority over the other events that may have been scheduled. If these events prevent classes from being held, then the Director of Classroom Support may renegotiate with the parties involved.

3.5. All non-academic classroom requests will not be scheduled until all of the academic classes are scheduled and will only be scheduled on a semester by semester basis. Spring events will be scheduled after October 1st and summer and fall events will be scheduled after March 1st.

3.6. A department or registered student organization may not gain permission to use space or facilities on campus and then permit the space or facilities to be utilized by any other person, organization, or off-campus group. All scheduling must be done by the end user.