



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.23, **TTUHSC El Paso Classroom and Class Lab Scheduling Policy**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to standardize classroom and class lab scheduling for academic programs, registered student organizations, and other TTUHSC El Paso administrative units. This policy is limited to facilities that have Texas Higher Education Coordinating Board (THECB) codes of Classroom Facilities (100) or Laboratory Facilities (200) – see section VI.A below.

REVIEW: This HSCEP OP will be reviewed by November of even-numbered year by the academic deans, chief information officer, and the vice president for academic affairs (or designee) with recommended revisions forwarded to the president by January 15th.

POLICY/PROCEDURE:

I. Priority

A. Classroom and class lab space at TTUHSC El Paso will be scheduled according to the following priorities:

1. Primary priority is given to the on-going instructional programs of the institution. Credit courses requesting a classroom or class lab space must enter their request into the Event Management System (EMS) with a course reference number (CRN) by the following dates to receive primary priority:

- a) Fall term – Entered no later than September 1 of the year preceding the term
- b) Spring term – Entered no later than January 1 of the year preceding the term
- c) Summer term – Entered no later than June 1 of the year preceding the term

Following submission of the requests in the EMS, a staff member designated by the chief information officer and the vice president for academic affairs (hereafter referred to as the “classroom technology designee”) shall meet with each relevant educational program designee to evaluate requests based upon the number of students in a class section, the need for specific technology, and proximity to class labs or other required instructional space. To facilitate this evaluation, requests submitted via EMS should include information specifying:

- The requesting school
- Degree program
- Term date
- Expected number of attendees
- The CRN utilized for Banner student documentation

Note: Those involved should remain aware of the variability of the academic calendars across schools. For example, fall academic terms for the Paul L. Foster School of Medicine (PLFSOM) begin as early as May and spring terms begin as early as December.

2. Once classes have been scheduled for the respective academic term(s), secondary priority will be given to non-credit bearing activities and programs

sponsored and conducted by TTUHSC El Paso academic and administrative departments, organizations affiliated with those departments, and registered student organizations (i.e., faculty development, academic departments, graduate medical education, student government association, continuing medical education, etc.). These requests should be no later than 6 months after the primary priority dates specified in I.A.1. above.

3. Third priority is given for activities intended to serve or benefit the TTUHSC El Paso community. These requests should be made no later than 3 months after the primary priority dates specified in I.A.1. above.
 4. Fourth priority shall be given to scheduling classrooms that are allowable under Texas Higher Education Board (THECB) regulations and align with the TTUHSC El Paso mission.
- B. When necessary to address systemic conflicts, exceptional circumstances (for example, when classroom or class lab spaces may need to be reserved for special events that may require the temporary relocation of classes), or to develop policy recommendations to promote efficient and effective use of classroom and class lab spaces, an ad hoc Classroom Scheduling Committee may be convened and chaired by the vice president for academic affairs (or their designee). Members will include one representative from the Office of the President, one representative from the Office of Academic Affairs, one representative from each school named by the respective dean, the registrar, one representative of the Facility Use Committee, the classroom technology designee (see Section I.A.1 above), and ex-officio members as may be designated by the president or the vice president for academic affairs.
- C. Requests for classroom use for non-academic purposes must also comply with the guidance found in HSCEP OP 75.32, Internal Event – Facility Use Policy.
- D. TTUHSC El Paso classrooms and class labs may be used only by individuals employed by the institution or Texas Tech University System. An individual who is not a student, faculty, or staff member may attend functions held in TTUHSC El Paso classrooms or class labs, but the function must be sponsored by and affiliated with a TTUHSC El Paso department or registered student organization.
- E. Any individual or organization that causes damage to TTUHSC El Paso classrooms or class labs, furniture, and/or audio/visual equipment may be held financially responsible for the repair/replacement of those items.

II. Scheduling

- A. Classrooms and class labs are managed by the Office of Academic Affairs. The institution EMS is used to schedule classrooms and class labs. The classroom technology designee serves as the central manager of classroom scheduling and remains a neutral party and bases its scheduling decisions in light of TTUHSC El Paso's academic mission and THECB requirements related to classroom and class lab spaces. When needed, the classroom technology designee may consult with the vice president for academic affairs (or designee) to make determinations based upon this HSCEP OP related to classroom and class lab scheduling.
- B. Reservations for credit coursework must be entered into EMS by a school representative who must include a term and CRN. The classroom technology designee will work with school representatives to ensure appropriate instructional space is provided.

1. The current methodology sets the goal/guideline for classroom utilization at 38 hours per week (HPW) for classrooms and 25 HPW for class labs (prime time usage).
 2. Percent fill can be used to determine the need for additional facilities. To determine percent fill, the average number of seats filled per activity by room type (110 & 210) is utilized. Currently 65 percent occupancy is the goal average for classrooms. A higher fill expectation is noted in laboratory areas (77 percent). CTO will evaluate utilization data and move classes when needed to achieve higher occupancy goals.
 3. Prime-time usage – Classroom utilization is distributed between 8 a.m. to 5 p.m. Monday through Friday (i.e., so called, “prime time”). When all classroom space is used at capacity during prime-time hours, non-prime-time scheduling (5 p.m. to 9 p.m. Monday- Friday and 8-5 p.m. on Saturday and Sunday) should be considered.
 4. Spaces that are designated as class labs will be assigned a coordinator by the vice president for academic affairs (or designee). The coordinator will be charged with maintaining and scheduling the specific class lab space assigned to them. Scheduled class and other instructional activities will be entered into the EMS with a CRN by the class lab coordinator or designee, so they can be populated into the Banner system.
 5. Requests for heating or cooling outside of regular operating hours should be presented to Facilities Operations & Maintenance (per HSCEP OP 61.07). The classroom technology designee will maintain a list on their web-page for specific information related to operating hours for each building that houses classrooms and class labs.
- C. See IT Policy 56.60.01 for use of institutional video conference systems.

III. Security

- A. The classroom technology designee will send a weekly schedule to the Texas Tech Police Department (TTPD) for classrooms and auditoria that have been reserved and where outside entities may attend so that TTPD is aware of who may be on campus at any given time.
- B. Requests for locking and unlocking classroom or class lab doors in academic buildings on a one-time or continuing basis must be approved by the classroom technology designee. TTUHSC El Paso personnel may not unlock outside doors without prior approval from classroom technology designee room scheduling. Custodial Services personnel are not authorized to vary outside door locking/unlocking schedules.

IV. Final Examinations and Testing Periods

Final examinations and testing periods are scheduled in accordance with the respective school's policy. Room reservation requests for departmental or multi-section examinations must be submitted through EMS to the classroom technology designee for room scheduling no earlier than 60 days and no later than 30 days before the first day of final examinations or testing period. Classroom space desired for final examinations and testing (different from that assigned for class use during the semester) should also be requested in EMS.

V. Student Organizations

- A. Any registered student organization may request space in academic buildings if needed for a specific purpose. These purposes may include but are not limited to: regular meetings

of honorary or professional organizations; one-time lectures, seminars, or workshops; study halls; and special programs or functions. Activities must be appropriate to the space and time. Such reservations must be scheduled through the Office of Student Services in accordance with established procedures. The Office of Student Services will make scheduling requests in the EMS on behalf of student organizations. In addition, HSCEP OP 75.32, Internal Event – Facility Use Policy will be followed with respect to any student organization events that involve catering.

Students with approved reservations for classrooms and class labs must be able to present a student identification card when requested by any TTUHSC El Paso official. Failure to do so will result in the student or group being asked to leave the classroom or class lab. Student groups using classrooms or class labs without permission are subject to loss of use privileges -- as determined by the Offices of Student Affairs and Student Services -- and/or other disciplinary action.

- B. All classroom and class lab assignments are based on uses consistent with the institution's mission and availability of space. The following conditions are used to determine allocation of space:
1. The intended use is in keeping with the educational purposes of TTUHSC El Paso.
 2. The intended use does not conflict with use by academic programs or academic organizations.
 3. The availability of alternative space.
 4. The intended use does not conflict with normal security, custodial, or maintenance schedules.
- C. Requests from registered student organizations should be renewed each semester. Registered student organizations must schedule room reservations so that the event concludes by 9:00 p.m. during weekdays (Monday – Friday), unless authorized in writing by the Office of Student Services room scheduling. Requests for extended hours, after 9:00 p.m. Monday through Friday and between 9.p.m Friday and 8 a.m. Monday, must be presented in writing directly to the Office of Student Services at least thirty (30) days prior to the date of the event. Student organizations are subject to all applicable fees associated with after hour facility and maintenance usage. The group or organization using the facility is responsible for returning it to its original working condition of cleanliness, chair arrangement, functionality, etc. Any group or organization that leaves a reserved room or space in poor condition will be subject to additional fees as determined by the respective department(s) involved.
- D. Because academic classes may be meeting nearby, student groups and organizations using classrooms are expected to conduct their activities quietly. Complaints from instructors may result in the cancellation of a reservation. Disruptive groups may be asked to leave the building.

VI. THECB Space Use Codes and Definitions

- A. This policy refers to the THECB Space Use Codes and definitions. For more information, refer to the THECB publication “Appendices to the Reporting and Procedures Manual for Texas Universities, Health-Related Institutions, Community, Technical, and State Colleges, and Career Schools and Colleges – Fall 2022” (Appendix F), accessible via the THECB website at: <http://www.txhighereddata.org/index.cfm?objectId=96F8EE70-D880-11E8-BB650050560100A9>.