



# 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 units and registered student organizations in accordance with the TTUHSC El Paso *Institutional Student Handbook* and other student support programs. This policy is limited to facilities that have Texas Higher Education Coordinating Board (THECB) codes of Classroom Facilities (100) or Laboratory Facilities (200) (See Appendix A).

**REVIEW:** This HSCEP OP will be reviewed in January of even-numbered years by the academic deans, vice president of operations, chief information officer (CIO), and the senior vice provost with recommended revisions forwarded to the provost and president.

### **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 in order 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, the Classroom Technology Office (CTO) will meet with each school 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, the requests submitted via EMS should include information regarding the requesting school, degree program, term date, expected number of attendees, and the CRN utilized for Banner student documentation. (Note: please check the academic calendar for the respective school. For instance, for the Paul L. Foster School of Medicine [PLFSOM], fall academic terms begin in 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. The Classroom Scheduling Committee will convene monthly to address scheduling requests and conflicts. The committee will be chaired by the director of the CTO; members will include one representative from the Office of the President, one representative from the Provost's Office, one representative named by the chief operating officer, one representative from each school named by the respective dean, the registrar, one representative of the Facility Use Committee, and ex-officio members. The Classroom Scheduling Committee is responsible for monitoring, reviewing, and guiding decision-making with respect to class and instructional scheduling and related resources as well as developing policies and practices that ensure the most efficient and effective use of classroom and class lab spaces to support the mission of TTUHSC El Paso.
  - C. Through the HSCEP OP 10.01 revision process, the Classroom Scheduling Committee will propose modifications to this policy to the senior vice provost (SVP) when needed, such as space that might be prescheduled and reserved before classes are scheduled (e.g., a national or regional conference that would bring significant recognition to TTUHSC El Paso might be scheduled). Once reserved (usually one to three years in advance), such space needs will be incorporated into the TTUHSC El Paso schedule plans. Temporary relocation of classes may be required during these activities with the condition that instructional activity is not disrupted.
  - D. 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.
  - E. 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.
  - F. 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 the Provost. The institution EMS is used to schedule classrooms and class labs. CTO 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 CTO may consult with the Office of the Provost 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. CTO will work with school representatives to ensure appropriate instructional space is provided.

- C. Spaces that are designated as class lab will be assigned a “coordinator” by the provost or designee. The coordinator will be charged with responsibility for maintaining and scheduling the specific class lab space assigned to him/her. 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.
- D. Requests for heating or cooling outside of regular operating hours should be presented to Facilities Operations & Maintenance (per HSCEP OP 61.07). CTO will maintain a list on their web-page for specific information related to operating hours for each building that houses classrooms and class labs.
- E. See IT Policy 56.60.01 for use of institutional video conference systems.

### **III. TTUHSCEP Organized Courses and Degree Requirements**

- A. The Classroom Scheduling Committee will convene monthly to ensure that space requests are aligned with policies, classrooms are scheduled only for times and days where classes are being held, changes to schedule are identified early and scheduled classrooms not in use are released for other academic units to utilize.
- B. Reservations for academic classrooms must be scheduled using the EMS system. When necessary, restrictions will be communicated to the academic units concerning the maximum number of courses or sections that may be scheduled at any one time. Classroom assignments will be based on the most effective use of campus facilities.
  - 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.
- C. 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.

### **IV. Security**

- A. CTO 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 CTO room scheduling. In the case of the GGHSON building, the GGHSON dean must also approved such requests. TTUHSC El Paso personnel may not unlock outside doors without prior approval from CTO room scheduling. Custodial Services personnel are not authorized to vary outside door locking/unlocking schedules.

- C. Faculty, students and staff in academic space after hours should be able to produce a student identification card, faculty/staff identification card, or valid driver's license when requested by a TTPD or other official. (See OP 76.02 Identification/Access Badges)

## V. 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 CTO 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.

## VI. 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. Written requests from established departments or registered student organizations should be renewed each semester.
- D. 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 any and 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.

- E. 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.

## **Addendum A – Texas Higher Education Coordinating Board Definitions Related to Classroom Facilities and Laboratory Facilities**

<http://www.theccb.state.tx.us/reports/PDF/7279.PDF?CFID=85131910&CFTOKEN=19898926>

### **100 Classroom Facilities-**

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term “classroom” includes not only general-purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for regularly scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., Codes 110 and 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunication equipment) as long as they do not tie the room to instruction in a specific subject or discipline. For treatment of such space, see Laboratory Facilities (Code 200 series).

- **110 Classroom**

- Definition: A room or space used primarily for regularly scheduled instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.
- Description: Includes rooms or spaces generally used for regularly scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general-purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunication equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.
- Note: Student Station Capacity is required. The CIP Code for all Classrooms is General Use (000000).
- Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Assembly (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoriums are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space and by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series).

- **115 Classroom Service**
  - Definition: A space that directly serves one or more classrooms as an extension of the activities in that space.
  - Description: Includes projection rooms, telecommunication control booths, preparation rooms, coatrooms, closets, storage areas, etc., if they serve classrooms.
  - Note: The CIP Code for all Classroom Service rooms is General Use (000000).
  - Limitations: Does not include projection rooms, coatrooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

### **The Functional Category Code-**

Is a program-oriented code that profiles the actual function of a room and helps determine its type of space? Classification often is determined by the program's funding: state, auxiliary, federal, or private; and it is often determined by whom the program serves. As with the use of all codes in this manual, the inventory specialist must choose the best code according to all relevant alternatives. Note - this code may be prorated to reflect more than one function. Functional Category Codes are listed below and defined on the following pages.

### **Instruction-**

This category includes all activities that are part of an institution's instructional program. Included are rooms for credit and non-credit courses; for academic, vocational, and technical instruction; for remedial and tutorial instruction, and for continuing education. Examples of space that may be coded as instructional are classrooms (100 series), Laboratories (200 series), Offices (300 series), Lounges (650), etc.

- **Instructional**
  - 11 General Academic Instructions
  - 12 Vocational/Technical Instruction
  - 13 Requisite Preparatory/Remedial Instruction
  - 14 General Studies
  - 15 Occupation-Related Instruction
  - 16 Social Roles/Interaction Instruction
  - 17 Home and Family Life Instruction
  - 18 Personal Interest/Leisure Instruction3

### **11 General Academic Instruction –**

This includes space for programs associated with academic disciplines offering credit courses as part of a formal postsecondary education degree or certificate program. Only degree-related disciplines described in Appendix C, CIP codes, are classified in this category.

- Examples are liberal arts programs at a college or university and academic associate degree programs at a community college.

### **200 Laboratory Facilities-**

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. The nature of laboratory experiences has changed in many disciplines with the introduction of computer simulation in combination with, or as replacement of, the old "wet lab" experience in both natural and social sciences. Curricular intent should be considered as well as the physical structure of the space. Laboratory facilities can be subdivided into three categories: class, special class, and research/non-class laboratory. A class laboratory is used for regularly scheduled instruction. A special class laboratory supports instruction but is informally scheduled, or unscheduled

(open). A research/non-class laboratory is used for research, experimentation, observation, research training, or structured creative activity that supports extension of a field of knowledge.

- **210 Class Laboratory**

- Definition: A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.
- Description: A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space's use by other disciplines. Included in this category are spaces generally called teaching laboratories, instructional shops, computer laboratories, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.
- Note: Student Station Capacity is required.
- Limitations: Does not include Classrooms (110) and informally scheduled or unscheduled laboratories (see Special Class Laboratory - 220). This category does not include spaces generally defined as Research/Non-class Laboratories (250). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (Code 500 series). Computer rooms in libraries or used primarily for study should be classified as Study Space (410).

- **215 Class Laboratory Service**

- Definition: A space that directly serves one or more class laboratories as an extension of the activities in those spaces.
- Description: Includes any space that directly serves a class laboratory. Included are projection rooms, telecommunication control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.
- Limitations: Does not include service spaces that support a Classroom (see 115), Special Class Laboratory (see 225), or a Research/Non-class Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.