

EMS CAMPUS – POLICY STATEMENTS

Space Utilization & Allocation Committee 2012-13

1. Roll Term

- Departmental scheduler's remove rooms from their courses that were scheduled outside of their department in previous term (if rooms included in roll).

2. Round 1

- Individual departments **(including the STEM Center)** will schedule their courses in their rooms. No department may schedule courses in rooms not under their control. No department may contact another department to reserve a room.
- Exception 1A: Department A has Course WW with estimated demand of 75 or more students. Department A may contact Department B (anyone on campus) which has a large capacity room to reserve it for Course WW.
- Exception 1B: Department A has Course XX which requires special accommodations for a special need (faculty or students), such as first floor access or wide-door access. Department A may contact Department B (anyone on campus) which has an acceptable room to reserve it for Course XX.

3. Round 2

- Individual departments will schedule their courses in their rooms or in any room within their College. Departments may contract another department within their College to schedule a course. No department may schedule courses in rooms not under their College control. No department may contact another department outside of their College to reserve a room.
- Exception 2A: Department A has Course YY with estimated demand of 50 or more students. Department A may contact Department B (anyone on campus) which has a large capacity room to reserve it for Course YY.
- Exception 2B: Department A has Course ZZ which requires special accommodations for a special need (faculty or students), such as first floor access or wide-door access. Department A may contact Department B (anyone on campus) which has an acceptable room to reserve it for Course ZZ.
- **Exception 2C: Departments involved in relocation during building renovation. (South Hall during Fall 2013 & Spring 2014)**
- **Exception 2D: All courses with UNIV and with HON.**
- **Exception 2E: STEM related departments may contact the STEM Center to reserve a room.**

4. Round 3

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- Individual departments will schedule their courses in their rooms or in any room on campus. Departments may contract another department to schedule a course.

5. Begin Advisement for Spring 2014 (11/4/2013)

Exceptions administered by the Space Utilization & Allocation Committee

- The Committee may designate a specific room limited to use by only authorized users. Appropriate documentation of who may use the room and why it should be limited must be filed with the Committee before Roll Term (step #1).
 - **Johnson Hall 217**
 - **Pennebaker 203**
- As necessary, the Committee will mediate/ review appeals.

NOTES:

- **In Rounds 1, 2 and 3, scheduling of a room must still be approved by the unit that controls the room.**
- **The Committee will be meeting in early April to review the implementation of EMS and to determine what improvements need to be made for future scheduling.**

The Committee met several times during Fall 2012 to discuss how to handle issues that may occur in implementing EMS Campus at Tennessee Tech – what type of policies need to be established. The trial implementation was for Spring 2013 with actual impacts in September – October 2012 during preregistration time. The campus units involved were the Biology Department, the Chemistry Department and the College of Business.

The full campus will be under EMS Campus for Fall 2013 with actual impacts in February – March 2013 during preregistration time for Summer 2013 and Fall 2013.

Although the Committee discussed numerous potential impacts, it was determined that the initial Policy Statement should be basic and should not be lengthy. Additional statement will be added, if and when needed. The following are several concerns that need to be monitored to determine if additional policy statements need to be made:

- If a department finds it necessary to add a new section after all rounds are over and can't find a room in their own building, faculty may be unhappy about teaching in another building.
- How to deal with misuse or abuse of a classroom?
- How to provide access to a room (key management) – particularly for after-hours?
- How to provide instruction of audio/video equipment in a classroom?

Committee Members: Michael Birdwell, Jim Cobb, Debbie Combs, Brent Cross, Kristy Cunningham, Tracey Duncan, Kurt Eisen, Ada Haynes, Brandi Hill, Roy Loutzenheiser (ch), Jack Matson, Mark Ochsenbein, Benjamin Shannon, Matt A. Smith (Sharon Huo, Lorrie McCracken)

EMS Campus

Academic Scheduling Process Guide



Tennessee Tech University

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