

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

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 8.9(eh59 0 T f)-13.2()3.1(s)i 0 Td <</MCID 11 o3.2vo2Tj EMe(3(v  
ment is the responsibility of Lubbock Classroom Support and designated  
h of the regional campuses; this includes computer, projector, projector screen,  
m audio, and associated control and switching devices. The scheduling of  
and all resources that are required for any event, such as videoconference  
laptops, are the responsibility of Classroom Support. Videoconferencing  
uration, operation, maintenance, and usage is the responsibility of Information  
ssrooms with videoconferencing equipment must have controls and switching  
ured so that the classroom can be used independent of videoconference

e for effective and efficient use of the TTUHSC teaching space, the Executive  
r Academic Affairs will bi-annually review recommendations from the Director of  
ort as to:

ess of classroom use and the classroom scheduling guidelines.  
of classroom resources and furnishings.  
e use of classroom space vs. scheduling needs.  
n equipment usage and changes needed.

nt for Information Technology will bi-

- 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

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