



UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
COLLEGE OF ALLIED HEALTH

Room Scheduling Policy and Procedures

COLLEGE OF ALLIED HEALTH
ROOM SCHEDULING POLICIES & PROCEDURES
Oklahoma City Campus
Classrooms, Conference Rooms, Atrium and Mezzanine

KEY:

AHB = Allied Health Building

AHS = Allied Health Sciences

CAH = College of Allied Health

CAH IT { *CIS = College Information Systems*
ISS = Instructional Support Services

CSD = Communication Sciences and Disorders

DE = Distance education, refers to robust 2-way audio/video conferencing

DO = Dean's Office

HSC = University of Oklahoma Health Sciences Center

MIRS = Medical Imaging and Radiation Sciences

NS = Nutritional Sciences

OASS = Office of Academic and Student Services

RS = Rehabilitation Sciences

General Information

Only OUHSC Faculty and Staff are eligible to reserve rooms/areas. Professional organizations affiliated with CAH faculty or CAH students wishing to reserve a room ***must*** have a faculty/staff contact who is willing to reserve the room and assume responsibility. ***Non-affiliated users must obtain permission from College Administrators before being eligible to use College facilities.***

All classrooms (non-DE and DE) are uniformly configured with whiteboard; projection screen(s); ceiling mounted projector(s); fixed location podium with desktop microphone and lapel mic; in-room PC access at podium; laptop PC connection at podium; DVD/VHS and desktop presenter at podium. Podiums and room equipment are not movable. There is dimmable lighting in all classrooms.

DE classrooms also include video conference equipment capable of live two-way video and audio; transmission and reception of digital content (computer and desktop presenter images); analog phone line available for single telephone connection or webinar audio (long-distance fees will apply); Because there are fixed push-to-talk microphones at tables, rearranging tables is not allowed in DE classrooms. Podiums and room equipment are not movable.

Conference and seminar rooms have fixed tables, movable chairs, whiteboards, video/computer projection (device varies by room), in-room PC, lapel mic and push-to-talk table mics, DVD/VHS. Some rooms have desktop presenter available. No podium in these rooms. There is dimmable lighting in these rooms.

Atrium and Mezzanine do not have a podium, mic, or food tables. Requestor must make own arrangements for these items.

Reservations for events which recur more than twice a month require additional permission from college administrators.

ROOM SCHEDULING POLICIES

Classrooms, Conference Rooms, Atrium, Mezzanine and some classlabs are resources shared across all departments in the College of Allied Health.

Department classlabs are discipline and program specific resources which are not commonly shared beyond the designated department.

Outside entity requests to utilize OUHSC College of Allied Health room(s) will be considered each semester after the classroom schedules have been entered and confirmed in PeopleSoft consistent with the Policies and Procedures in this document.

Please use the following link to view instructions on how current HSC faculty and staff can add shared room calendars to Exchange Outlook favorites.

[\(\[www.ah.ouhsc.edu/main/documents/resources/sharedroomcalendarinstructions.pdf\]\(http://www.ah.ouhsc.edu/main/documents/resources/sharedroomcalendarinstructions.pdf\)\)](http://www.ah.ouhsc.edu/main/documents/resources/sharedroomcalendarinstructions.pdf)

- A. Academic courses and non-academic events should only be scheduled in PeopleSoft one semester at a time (with the exception of "I" below).
- B. Classroom scheduling priorities are primarily based on:
 - a) DE status with program accreditor,
 - b) course enrollment and
 - c) other class needs (i.e., movable tables).

Following is an outline of current CAH priorities for classroom scheduling of academic courses.

- 1. Allied Health courses have priority over continuing professional education, non-Allied Health courses and all non-course events.
 - 2. CAH DE courses have priority over CAH non-DE courses for AHB DE classrooms.
 - 3. Larger enrollment classes have priority over smaller enrollment classes by type (DE or non-DE). Following is an example of prioritizing DE courses offered in RS, MIRS and NS departments.
 - i. RS & MIRS combined courses (largest overall enrollment)
 - ii. RS (combined OT & PT enrollment)
 - iii. MIRS (combined program enrollment or core)
 - iv. RS PT
 - v. RS OT / MIRS Sono / MIRS Rad
 - vi. NS DE courses
 - vii. Non-DE courses that need to be video-captured
- C. Priority for similarly sized courses relates to any special class needs (ie. technology, movable tables). Uniformity of current classrooms has minimized any differences

among similarly sized DE classrooms, so this criteria is rarely used. All classrooms and conference rooms have local audio reinforcement capabilities using lavalier microphones and wall or ceiling speakers.

- D. Academic courses should be scheduled in PeopleSoft as two unique events:
1. Meeting dates from first week of classes to last week of classes, and
 2. Finals week events (Spring and Fall semesters). If no final exam is offered during finals week, no classroom resource should be scheduled in PeopleSoft for finals week.
- E. If a DE course does not use videoconferencing on exam days, consider scheduling these course meetings in AHB 1046. AHB tiered classrooms can provide more space to spread students out during exams.
- F. All course dates when classes won't meet (i.e., faculty are out of town) or when class sessions are suddenly cancelled must be removed from the PeopleSoft and Outlook calendars. This opens up the rooms for one-time events and provides administration with more accurate room use data. A special online form has been developed to simplify faculty and staff cancellation of a class meeting.
- **Room Cancellation Form**
(<https://oualliedhealth.wufoo.com/forms/room-cancellation-form/>)
- G. Courtesy email should be sent each semester to all CAH room schedulers as each department's academic course schedule is completed in PeopleSoft. Semester deadlines match the course scheduling deadlines of OUHSC Admissions & Records.
- Spring – Second Friday of November (November 14, 2014)
 - Summer I – Second Friday in April (April 11, 2014)
 - Summer II – Second or Third Friday in May (May 16, 2014)
 - Fall – Last Friday in July (July 27, 2014)
- H. OASS staff begin entering course schedules into Outlook after receiving printed schedules from departments. Courtesy email should be sent by OASS staff to all CAH room schedulers, when all departmental class schedules are completed in Outlook.
- I. ***Annual repeating College of Allied Health academic-related non-course events*** (i.e., College and Department Orientation sessions, Award & Honors, Research Day, Allied Health Week, CAH Open House, White Coat/Pinning Ceremonies, Advisor's Symposium [aka. Counselor's Workshop], Garden Diggs Headstart Holiday Party and other recurring annual events as approved by DO) ***may be given placeholders prior to finalization of classroom schedules to avoid the need to reschedule courses for these events.*** These reservations may be made up to one year in advance of the event. These events must be entered in PeopleSoft to establish the placeholder. Priority remains with academic courses. ***This is a trial policy change for FY 2014-2015 to see if this change will promote scheduling and other work efficiencies. See Appendix for a calendar of events with reference dates for FY 2014-2015.***
- J. Other non-course events may be scheduled after all semester courses are scheduled in PeopleSoft. College of Allied Health events have priority over outside entities.

Classrooms

Monday – Friday, 8:00 A.M. – 5:00 P.M.

Call Office of Academic and Student Services at (405) 271-6588 if you have any questions.

Prior to the First Day of Classes:

- **All classrooms for College of Allied Health courses are originally scheduled in PeopleSoft** by the requestor based upon criteria such as class size, DE and AV requirements, other class needs and room availability.
 1. **Academic courses and classrooms must be scheduled in PeopleSoft by the Admissions & Records semester deadlines:**
 - Spring – Second Friday of November (November 14, 2014)
 - Summer I – Second Friday in April (April 11, 2014)
 - Summer II – Second or Third Friday in May (May 16, 2014)
 - Fall – Last Friday in July (July 27, 2014)
 2. Department requestor provides a marked-up printed hardcopy of the PeopleSoft class schedule to OASS room scheduling staff.
 - With a black marker, the requestor must mark out the classes that do not need to be scheduled into AHB classrooms (i.e., clinical rotations).
 - With a yellow highlighter, the requestor should mark all class sessions that are irregular (such as not meeting for a regular 8 week or 16 week duration).
 - There may still be changes to the academic course schedules in PeopleSoft between the submission of the schedules and the first day of class. These changes (prior to first day of class) will be highlighted in blue or green on a hardcopy of the department schedule printout(s) and provided to OASS in a timely manner.
 3. OASS room scheduling staff enter into Outlook all courses scheduled in PeopleSoft prior to first day of class, as documented on the department PeopleSoft schedule printouts.
 4. OASS room scheduling staff proofread data entry of the class schedules into Outlook. Corrections will be made immediately and documented on the department schedule printout(s).
 5. OASS room scheduling staff follow-up by sending an email confirmation to the CAH department requestors with a pdf attachment of the marked-up department/program PeopleSoft class schedule printout.
 6. ***It is highly recommended that the requestor also proof the data entry of the room request scheduled in Outlook.*** Any scheduling errors identified should be reported to OASS on the department schedule printout(s) in a timely manner.
- **All classrooms for meetings and events are originally scheduled in PeopleSoft** by the requestor based upon room availability and meeting/event needs after academic course schedules for the semester are complete in PeopleSoft.

1. Requestor must complete a **Monday – Friday, 8:00 a.m. – 5:00 p.m. Room Request Form**. (http://www.ah.ouhsc.edu/main/daily_room_form.asp) after confirming room availability and scheduling room in PeopleSoft.
2. Room Request forms automatically route via email to CIS/IT staff and OASS room scheduling staff. See Appendix for related table.
3. Request form is reviewed by OASS room scheduling staff to ensure it is completed correctly and to verify that the requestor is an HSC faculty or staff member.
4. OASS room scheduling staff enters the requested meeting(s) or event(s) into Outlook.
5. OASS room scheduling staff will respond to the requestor to confirm completion of reservation process within three days of request form submission.
6. Within three days of request form submission, OASS room scheduling staff will respond via email to the requestor to confirm completion of reservation process.
 - ***It is highly recommended that the requestor proof the data entry of the meeting/event request once it is scheduled in Outlook.*** Any scheduling errors identified should be reported to OASS in a timely manner by forwarding comments on the reservation confirmation email.

After the First Day of Classes:

1. Requestor must confirm classroom availability through PeopleSoft and Outlook. (*The goal is increased accuracy of Outlook Calendar.*)
2. Requestor must submit new requests, modifications, or cancellations to previous requests online using one of the following forms:
 - **Monday – Friday, 8:00 a.m. – 5:00 p.m. Room Request Form**
(http://www.ah.ouhsc.edu/main/daily_room_form.asp)
 - **Room Cancellation Form**
(<https://oualliedhealth.wufoo.com/forms/room-cancellation-form/>)
 - **Room Modification Form**
(<https://oualliedhealth.wufoo.com/forms/room-modification-form/>)
3. Room Request and Modification forms automatically route via email to CIS/IT staff, OASS or DO room scheduling staff based on AHB room number requested. See Appendix for related table.
4. Room Cancellation forms automatically route via email to CIS staff, OASS room scheduling staff, and departmental staff based on course prefix or department. See Appendix for related table.
5. Room Request form is reviewed by OASS room scheduling staff to ensure it is completed correctly and to verify that the requestor is an OUHSC faculty or staff member.
6. OASS room scheduling staff enter or update the class or meeting information in Outlook.
7. Within three days of request form submission, OASS room scheduling staff will respond to the requestor to confirm completion of reservation process.
 - ***It is highly recommended that the requestor also proof the data entry of the room request scheduled in Outlook.*** Any scheduling errors identified should be reported to OASS in a timely manner by forwarding comments on the reservation confirmation email.

Classrooms

After-Hours and Weekends

Call Office of Academic and Student Services at (405) 271-6588 if you have any questions.

Prior to the First Day and after the first day of Classes:

1. Requestor must confirm classroom availability through PeopleSoft and Outlook. *(The goal is increased accuracy of Outlook Calendar.)*
2. Requestor must submit new requests, modifications, or cancellations to previous requests online using one of the following forms:
 - **After Hours Room Request Form**
(http://www.ah.ouhsc.edu/main/outside_room_form.asp)
 - **Room Cancellation Form**
(<https://oualliedhealth.wufoo.com/forms/room-cancellation-form/>)
 - **Room Modification Form**
(<https://oualliedhealth.wufoo.com/forms/room-modification-form/>)
3. Room Request and Modification forms automatically route via email to CIS/IT staff, OASS or DO room scheduling staff based on AHB room number requested. See Appendix for related table.
4. Room Cancellation forms automatically route via email to CIS staff, OASS room scheduling staff, and departmental staff based on course prefix or department. See Appendix for related table.
5. Request form is reviewed by OASS room scheduling staff to ensure it is completed correctly and to verify that the requestor is an OUHSC faculty or staff member.
6. OASS room scheduling staff follow-up by entering or updating the class or meeting information in Outlook.
7. Within three days of request form submission, OASS room scheduling staff will respond via email to the requestor to confirm completion of reservation process.
 - ***It is highly recommended that the requestor proof the data entry of the meeting/event request once it is scheduled in Outlook.*** Any scheduling errors identified should be reported to OASS in a timely manner by forwarding comments on the reservation confirmation email.
8. OASS room scheduling staff forwards the email confirmation to Jenielle Greenlee (with cc to requestor) asking her forward email approval to campus police to have classroom and exterior door(s) opened/closed for the specific time needed. (Exterior doors can only open for 30 minutes for entrance to the building.) This approval email includes cc to requestor and room scheduling staff.
9. Requestor must contact Campus Police three business days prior to event to confirm building access is scheduled by forwarding the approval email received from Jenielle Greenlee to AccessControl@ouhsc.edu or by calling (405) 271-4300.
 - If event is cancelled, the requestor **must** contact Campus Police at (405) 271-4300 AND **must** complete a **Room Cancellation Form**
(<https://oualliedhealth.wufoo.com/forms/room-cancellation-form/>)

Conference Rooms

Regular Hours, After-Hours, and Weekends

Call the Dean's Office at (405) 271-2288 if you have any questions.

1. OUHSC requestor must verify conference room availability through **Outlook ONLY**.
2. All requestors must complete the appropriate on-line form:
 - **Monday – Friday, 8:00 a.m. – 5:00 p.m. Room Request Form**
(http://www.ah.ouhsc.edu/main/daily_room_form.asp)
 - **After Hours Room Request Form**
(http://www.ah.ouhsc.edu/main/outside_room_form.asp)
 - **Room Cancellation Form**
(<https://oualliedhealth.wufoo.com/forms/room-cancellation-form/>)
 - **Room Modification Form**
(<https://oualliedhealth.wufoo.com/forms/room-modification-form/>)
3. Room Request form automatically routes via email to DO room scheduling staff, CIS/IT staff, and requestor based on requested room number. See Appendix for related table.
4. Room Cancellation forms automatically route via email to DO room scheduling staff, CIS/IT staff and requestor based on requested room. See Appendix for related table.
5. Request form is reviewed by DO room scheduling staff to ensure it is completed correctly and to verify that the requestor is an OUHSC faculty or staff member.
6. Within three days of request form submission, DO room scheduling staff will respond via email to the requestor to confirm completion of reservation process.
7. Room is reserved in Outlook by DO room scheduling staff.
8. DO room scheduling staff confirms reservation by emailing the requestor.
 - ***It is highly recommended that the requestor proof the data entry of the meeting/event request once it is scheduled in Outlook.*** Any scheduling errors identified should be reported to DO scheduling staff in a timely manner by forwarding comments on the reservation confirmation email.
9. If room is scheduled for after-hours or for the weekend, DO room scheduling staff forwards the email confirmation to Jenielle Greenlee (with cc to requestor) asking her forward email approval to campus police to have classroom and exterior door opened/closed for the specific time needed. (Exterior doors can only open for 30 minutes for entrance to the building). This approval email includes cc to requestor and room scheduling staff.
10. If event is after-hours or on the weekend, requestor must contact Campus Police three business days prior to event to confirm building access is scheduled by forwarding the approval email received from Jenielle Greenlee to AccessControl@ouhsc.edu or by calling (405) 271-4300.
 - If room is scheduled for after-hours or for the weekend and if event is cancelled, the requestor **must** contact Campus Police at (405) 271-4300 AND **must** complete a **Room Cancellation Form**
(<https://oualliedhealth.wufoo.com/forms/room-cancellation-form/>)

In the event the building/room is not opened as requested, Campus Police should be notified at (405-271-4300).

Atrium & Mezzanine

Regular Hours, After-Hours, and Weekends

Call the Dean's Office at (405) 271-2288 if you have any questions.

1. OUHSC requestor must verify classroom availability through **Outlook ONLY**.
2. All requestors must complete the appropriate on-line form:
 - **Monday – Friday, 8:00 a.m. – 5:00 p.m. Room Request Form**
(http://www.ah.ouhsc.edu/main/daily_room_form.asp)
 - **After Hours Room Request Form**
(http://www.ah.ouhsc.edu/main/outside_room_form.asp)
 - **Room Cancellation Form**
(<https://oualliedhealth.wufoo.com/forms/room-cancellation-form/>)
 - **Room Modification Form**
(<https://oualliedhealth.wufoo.com/forms/room-modification-form/>)
3. Room Request and Modification forms automatically routes via email to DO room scheduling staff, IT staff, and departmental staff based on course prefix. See Appendix for related table.
4. Room Cancellation forms automatically route via email to DO room scheduling staff, CIS/IT staff and requestor based on requested room. See Appendix for related table.
5. Room Request form is reviewed by DO room scheduling staff to ensure it is completed correctly and to verify that the requestor is an OUHSC faculty or staff member.
6. Room is reserved in Outlook by DO room scheduling staff.
7. DO room scheduling staff confirms reservation by emailing the requestor.
 - ***It is highly recommended that the requestor proof the data entry of the meeting/event request once it is scheduled in Outlook.*** Any scheduling errors identified should be reported to OASS by forwarding comments using the reservation confirmation email in a timely manner.
8. If room is scheduled for after-hours or for the weekend, DO room scheduling staff forwards the email confirmation to Jenielle Greenlee (with cc to requestor) asking her forward email approval to campus police to have classroom and exterior door opened/closed for the specific time needed. (Exterior doors can only open for 30 minutes for entrance to the building). This approval email includes cc to requestor and room scheduling staff.
9. If event is after-hours or on the weekend, requestor must contact Campus Police three business days prior to event to confirm building access is scheduled by forwarding the approval email received from Jenielle Greenlee to AccessControl@ouhsc.edu or by calling (405) 271-4300.
 - If room is scheduled for after-hours or for the weekend and if event is cancelled, the requestor **must** contact Campus Police at (405) 271-4300 AND **must** complete a **Room Cancellation Form**
(<https://oualliedhealth.wufoo.com/forms/room-cancellation-form/>)

In the event the building/room is not opened as requested, Campus Police should be notified at (405-271-4300).

Appendix 1: Room Resource Overview

<u>ROOM #</u>	<u>DESCRIPTION & CAPACITY</u>	<u>POINT OF CONTACT</u>
Atrium		CAH Room Request Form
Mezzanine		CAH Room Request Form
Classrooms		CAH Room Request Form
<u>Conference Rooms</u>		
1010	OASS Advisement Room DE – 8 person capacity	OASS Staff – Ext. 16588
1128	Tolbert Center Conference Room DE – 8 person capacity	Loretta Ratliff – Ext. 47110
3025	Large Conference Room DE – 22-25 person capacity	CAH Room Request Form
3028	Small Conference Room DE – 10 person capacity	CAH Room Request Form
3140	DO Conference Room Non DE – 5 person capacity	Dean’s Office Staff - Ext. 12288
3155	Dean’s Conference Room Non DE – 14 person capacity	CAH Room Request Form

Shared Classlabs: Shared resources scheduled through Department of AHS

2019	Patient Care Classlab	Kimberley Johnson – Ext. 43403
2035	Anatomy Classlab	

Departmental Classlabs: Departmental Classlabs are discipline and program specific resources which are not commonly shared beyond the designated department. The procedure and permissions to schedule departmental Classlabs are to be determined by the department.

<u>MIRS</u>	Renita Fair – Ext. 41161
1024	Leslee Smith – Ext 41156
1032	
1036	
1037	
1038	
1039	
<u>RS</u>	Kathy Campbell (918) 660-3277
2006	
2022	
2028	
<u>NS</u>	Dawn Horton – Ext. 41197
3055	

Appendix 2: Scheduling Special Events or Classes in PeopleSoft

Scheduling Staff in each department are to use the designated course number and section number below to schedule their department's special events or classes in PeopleSoft. They are as follows:

Course Number for all departments to use: AHS 4960

<u>Department</u>	<u>Section Number</u>
Allied Health Sciences	Section 007
Communication Sciences and Disorders	Section 009
Medical Imaging and Radiation Sciences	Section 013
Nutritional Sciences	Section 002
Rehabilitation Sciences	Section 006
Office of Academic and Student Services	Section 001

Appendix 3: Recurring Annual CAH Events:

Event Description

College and Department Orientation sessions
Summer

Fall

EMSA (Exploring Math & Science Academy)

White Coat/Pinning Ceremonies

CSD

MIRS

NS

RS

Student Association Meeting

Student Association Officer's Meeting

Advisor's Symposium

Allied Health Week

CAH Open House
 Garden Diggs Headstart Holiday Party
 Research Day
 Award & Honors

Thursday of AH Week, Nov 6, 4-6pm
TBD December xx, 11-1:30, 2014
TBD April xx, 8-2:00, 2015
 Friday of Spring finals week
 May 8, 2015, 9-11am

Appendix 4: Email Lists by Room Number for Room Reservation & Modification Forms (for Wufoo logic):

AHB Room	CIS (CAH IT) Gaylon Bright Jose Rodriguez New hire	OASS Cheryl Walk Debbie Arnold Paije Fauser	DO Cynthia Clubb Illest Tekiner Kimberley Johnson
AHB Classrooms	X	X	
AHB 3025, 3028, 3155	X		X
Atrium & Mezzanine	X		X

Appendix 5: Email List by Dept Prefix for Room Cancelation Form (for Wufoo logic):

Dept Prefix	CIS (CAH IT) Gaylon Bright Jose Rodriguez Derek Teague	OASS Cheryl Walk Debbie Arnold Paije Fauser	DO Cynthia Clubb Illest Tekiner Kimberley Johnson
AHS Kimberly Johnson Illest Tekiner Pat Vinson Leslee Smith Dawn Horton Kathy Campbell Marsha Collier	X	X	
CSD Pat Vinson Renee Ogan	X	X	
MIRS Renita Fair Kathy Campbell Leslee Smith V Cooperwood	X	X	
NS Dawn Horton Patsy Johnson	X	X	
RS (OCTH & PHTH) Kathy Campbell Marsha Collier Loretta Ratliff	X	X	
DO Cynthia Clubb Illest Tekiner Kimberley Johnson	X		X
ISS Pam Farmer Gina Vile	X	X	
OASS Paije Fauser Cheryl Walk	X	X	

Debbie Arnold			
Other	X	X	