

Classroom Management and Schedule Change Requests/ Guiding Principles for Use of Cunz Hall Conference Rooms and Offices for Course Class Sessions

College of Public Health Seminar Courses:

College seminars may take place in a Cunz Hall conference room when requested prior to the start of the term the seminar is offered. To request a conference room, the faculty member is required to notify their Division Coordinator, the CPH Facilities Manager and OAPSS Director.

Non-Seminar courses:

Faculty may request the use of a conference room for courses other than seminars on a per case basis. The request will need to come from the faculty member to their Division Coordinator, CPH Facilities Manager and OAPSS Director prior to the start of the semester the course is offered.

If a course has low enrollment, and thus this is the rationale for requesting a conference room, College Administration may recommend the class be cancelled, or if not cancelled, request that the faculty member promote the course through the weekly newsletter. Course with chronic low enrollment, with some exceptions (e.g. PhD courses; seminars; labs), may need to be scheduled on an alternating year schedule.

Suitable Space and Student Comfort:

Convenience, such as a closer building, should not be a primary factor for requesting or using an alternate classroom space. Faculty are requested to ensure that if an alternate space, such as a conference room or office, is used for holding class sessions, that there is adequate room, appropriate arrangement of chairs, and adequate table space to ensure that student comfort is considered.

Faculty Responsibilities:

Faculty are responsible for obtaining access to the conference room through the CPH Facilities Manager or their Division Coordinator if the room is locked, or if the class is after normal business hours. Faculty overseeing the seminar or other arranged course are responsible for arranging with Information Systems to reserve a laptop (if none in the room) and projector (if needed) and enabling students have ease of access to the conference room (if the course is held after 5:00pm).

When each class meeting is over, the faculty member is required to make sure the conference room is locked, and in good order. If there are problems with the state of the conference room, faculty will notify CPH Facilities Manager.

Changing a day/time for an in-progress course:

If instructors desire to change a class time during the term, 100% of students have to agree with the desired change. Instructors need to check with the OAPSS Director to ensure that appropriate classroom space is available.