

PURPOSE OF THE TLC² CLASSROOM POLICY

1. To assure that UH sponsored activities that will beneficially use the novel features of the facilities have first priority in allocating access.
2. To assure that among the activities that will beneficially use the novel features of the facilities, those who actively seek to contribute to the cost of operating, maintaining and modernizing the facilities have higher priority than those that make no such effort.
3. To ensure fairness and efficiency in scheduling the TLC² classrooms, and proper support for scheduled activities to the extent possible, and to communicate the level of support that is available.
4. To add proper measures of control in scheduling, operating and maintaining the physical facility to maximize the value of the facilities to UH and its students.
5. To ensure adequate training for those using the equipment in the TLC² classrooms, and adequate time for TLC² support staff to prepare the operating environment for the use intended by instructors.

I. GENERAL GUIDELINES

The TLC² classrooms and conference room are intended primarily for innovation in teaching, delivery of courses making novel use of the facilities, laboratories that integrate research into education, and other instructional use that:

- * Makes extensive use of interactive teaching/learning methods, multimedia, and other computer-based source materials;
- * Emphasizes information literacy and the integration of diverse technological information sources into research and learning;
- * Makes use of computational and networking infrastructure for novel use of large data sets and computation and visualization in instruction, in particular for early integration of research into the curriculum.

Thus, the PGH 200 classroom is intended to be used only when hands-on interactive computer use is required.

PGH 200 shall not be used as a facility for general computer access, for instance, a computer lab for home works and projects PGH 200 may not have software environments that support such use efficiently, and it should be clearly understood by all parties that such use is beyond the scope of PGH 200.

Classes listed in the UH course catalog for which the instructors can convincingly argue that use of the novel features of the facilities are essential to successful instruction and that make an effort to contribute to the expenses of operating, maintaining and keeping the facility up-to-date have first priority for use of the classroom. Requests for persistent access for courses listed in the course catalogue should be made to the Classroom Advisory Committee, that gives recommendations to the UH Provost who will determine

access and scheduling of PGH 200 and 232. Occasional use for courses listed in the course catalogue as well as use by other constituents is granted by the TLC² Associate Director of Operations. Approved access to the classroom will be found (for Outlook users) under

publicfolders/allpublicfolders/centralcampus/colleges/nsm/cosc/schedules/conference rooms/PGH 200 or 232

Beginning January 2005, application forms for access to the classrooms will be posted on the web at <http://www.tlc2.uh.edu>.

The podium computer is not to be used for general use by students. In addition to instructor use during class or other forms of approved activities, the podium computer may be used by a staff member, or student in preparation for a class he/she is teaching, or approved activity he/she is leading. Only a TLC² staff technician or person under their supervision is allowed to alter classroom software and hardware configurations. Prior to using the instructor podium station for such a purpose, the instructor, staff member or student is required to identify himself/herself to the proper TLC² technician. New software packages to be loaded on the podium computer should be provided two weeks before use for proper installation and debugging. It is the responsibility of the user to acquire necessary software not part of the basic operating environment after verifying with the TLC² technicians that interoperability constraints can be met. The software must be supplied by the user with proof of licensure to a TLC² technician. On a case by case basis TLC² staff will assist in the acquisition to the extent desired and feasible.

For installations on the rack mounted computers software and hardware can only be installed by a TLC² technician. Users will need to acquire 48 licenses or legal copies of any hardware/software they wish to have installed in PGH Classroom 200. As for the podium computers, compatibility of requested software with existing or planned hardware/software environments should be verified by a TLC² technician before hardware/software is ordered. Hardware/software deemed incompatible will not be installed.

The TLC² technical support staff is responsible for the maintenance of the electronic classroom, conference room and multimedia seminar room equipment (server and workstations). This includes account administration, software selection, installation and configuration, and network maintenance. General maintenance in the classrooms is scheduled for winter, spring and summer recesses. Six weeks ahead of such times, TLC² will remind recent past, current, known and potential future users to send in any requests for new hardware/software installations.

Rare exceptions to this policy may be made only if requested in writing/e-mail to the TLC² Associate Director of Operations at least four weeks prior to any class.

No food or drink is allowed in the classroom at any time. Instructors are charged with the responsibility of enforcing this policy.

No student/class member should be given the combination or card access to the rooms - only the instructor(s) should have these codes unless designated by instructor for advanced class preparation. Classroom doors will be unlocked 15 minutes before class and locked 15 minutes after class. No unsupervised students are allowed in the room after the termination of class. It is the instructor's obligation to make sure the classroom is empty before leaving if there is not another class entering immediately. The instructor should make sure that the room(s) should be in suitable condition for the people using the room(s) afterwards.

The machines may NOT be moved; chairs may NOT be dismantled; and the furniture may NOT be rearranged under any circumstances, except by TLC² staff or their designees.

All members of the class should be completely logged out at the end of the class or event.

II. CLASSROOM GOVERNANCE

The general management of the TLC² classrooms is the responsibility of the Associate Director of Operations of TLC². A group identified as the TLC² Classroom Advisory Committee will be responsible for two making recommendations in two distinct areas:

- 1) Advising the Associate Director of Operations of TLC² regarding hardware configuration changes and basic instructional software to be used in the classrooms and scheduling arrangements for the classroom.
- 2) Aiding the Provost's Office in the selection of listed courses that have requested access, and to make other recommendations as needed.

This committee will include one representative from the Provost's Office, one representative from the College of Natural Sciences and Mathematics assigned by the Dean, and one representative from TLC² affiliated faculty, and the Associate Director of Operations. The committee will meet on an "as-needed" basis to make these recommendations.

III. PRIORITIES FOR RESOLVING SCHEDULING CONFLICTS

The access priorities are specified below. The priority for TLC² classroom access is as follows:

1st Meritorious use as described in the bulleted section of General Guidelines:

- a) Courses listed in the UH catalog satisfying the meritorious use criteria set forth above as judged by the Advisory Committee, and for which the responsible parties make an effort to contribute to operations, maintenance and sustain a state-of-the-art state of the facilities.

b) Other listed courses demonstrating meritorious use.

2nd Non-meritorious use for listed classes

3rd Meritorious non listed class use, such as Symposia, faculty development workshops, or special sessions that benefit the UH faculty, students, or staff and that satisfy one of the following criteria:

a) are officially sponsored by academic departments or other official units or groups at the University of Houston;

b) are taught by UH faculty, students, or staff

4th Sessions sponsored by UH academic departments or other official campus groups but whose audience is not primarily made up of UH faculty, students, or staff. This category includes, but is not limited to: continuing education courses, conferences or symposia, faculty development workshops, or other special groups.

The classroom use for special programs other than normal course-related activities during normal operation hours will need to be approved by the Associate Director of Operations of TLC².

IV. PRIORITIES FOR RESOLVING SCHEDULING CONFLICTS

Within the different use priorities conflicts may arise. Such conflicts will be resolved as follows. During prime hours for classroom use (see HOURS and TIMES policy section), the classes for the Department of Computer Science that fall in the category of highest priority as specified above will have priority over classes in the same category by other NSM departments, which in turn have priority over classes in other Colleges. These priorities will hold unless otherwise deemed by the classroom advisory committee

Priority for special programs, workshops and non course related activities will be determined on their merit and contribution to the TLC² mission and general benefit to the University of Houston. Decisions for scheduling will be based on the flexibility to maximize the classrooms' overall contributions to the Center over the entire semester.

V. HOURS AND TIMES FOR SCHEDULING

Every week when classes are in regular session, the TLC² classrooms will be available for scheduled use from 8 a.m. to 8:30 p.m. on Monday through Thursday, and 8 a.m. to 5 p.m. on Friday. Exceptions occasionally may be made in order to schedule sessions at other times, contingent on the availability of TLC² staff.

A faculty member, researcher or group may phone in, email, or fax in a request to schedule either of the classrooms for occasional use. All requests should contain eight

pieces of data: a) what novel features of the classroom is necessary for success, b) a note whether the technical feasibility of the use has been verified by a TLC² technician and the name of that person, c) the expected size of the audience, d) name of the person scheduling; e) telephone extension of the person scheduling; f) name of the talk or workshop; g) and the actual time(s) of the talk or workshop, h) purpose (such as Dept seminar, recruiting talk, talk affiliated with a (TLC²) project).

University sponsorship must be confirmed by a letter from the appropriate dean, departmental executive officer, or other administrative officer. In general, these sessions may be scheduled only:

- a) on weekends or evenings; or
- b) during the summer or winter interim and summer term.
- c) during unassigned class hours

Approval of such sessions is contingent on availability of TLC² support staff. Such sessions also should not be scheduled more than five months in advance, and they will be scheduled only if they are unlikely to conflict with 1st and 2nd-priority requests.

The classroom is not available for:

Groups or individuals that are not part of or officially sponsored by or affiliated with a faculty member of the University of Houston;

Thesis or dissertation defense sessions that do not require facilities or resources unique to the TLC² classrooms;

No single group, class or individual may request the classroom for more than 6 hours within a period of five or fewer consecutive week days. Exceptions to this rule may be made if the requestor presents detailed documentation justifying the need for additional hours and if granting the exception will not unduly limit availability of the classroom for other users as judged by the Associate Director of Operations of TLC²

Classrooms are locked when not scheduled for use. TLC² staff is not allowed to open classrooms for non-scheduled use of the room. The University reserves the right to assess charges for damages or changes to equipment, furnishings or rooms.

VI. TLC² STAFF RESPONSIBILITIES

TLC² staff has the authority, and the responsibility, to clear out the classroom prior to a scheduled class or scheduled event 10 to 15 minutes prior to the anticipated start time if not already being used by a previous class session. When doing so, TLC² staff should inform users that other computing resources are available to them.

TLC² staff is also responsible for setting up the classroom with appropriate equipment before a class is to begin. If the room setup activities are anticipated to be complex or problematic, more time should be allowed by the instructor for staff to accomplish the room setup.

While a class is in session, a TLC² staff member may assist an instructor if equipment or software difficulties arise. However, class and workshop instructors, faculty, or other individuals leading demonstrations in the classroom should not count on the availability of TLC² staff to act as "floaters" to assist users in a class.

Instructors or faculty may request, three weeks in advance, that the TLC² provide staff assistance specifically to support a scheduled classroom session. Such requests must be directed to the Associate Director of TLC². An advance request, however, does not guarantee approval and is contingent on staff availability.

VII. RESPONSIBILITIES FOR INSTRUCTORS

Faculty, staff, or students scheduled to use the classroom as an instructor are required to attend a training session on how to properly use the podium at least five days in advance of their scheduled session.

It is the instructor's responsibility to request special equipment be provided, configured, and working in advance of a class session. Instructors must not assume that TLC² staff can provide such equipment without reasonable notice, however staff will attempt to address such requests and provide the best possible service. For reasons of safety and preservation of the TLC² classroom assets, there must be an instructor or Teaching Assistant present during all scheduled, classes, exams or events.

It is the instructor's responsibility to negotiate for or request, in advance, that TLC² staff be available for ongoing assistance or troubleshooting during a class session. Instructors must not assume that TLC² staff will be free to act as "floaters" during a class session. Again, any advance requests for staff assistance can be directed to the Associate Director of Operations of TLC².

In general all faculty members should leave all the computers as you found them (leave all the computers on, including the instructor's workstation). Please make sure the classroom is ready for the next class. Report any problems to TLC² staff.

If configuration or software options have been changed to accommodate a class, it is the instructor's responsibility to ensure that systems are restored to normal classroom configuration when the class is concluded.