

## College of Public Service Classroom and Conference Space Policy

Updated September 2015

The College of Public Service continues to expand creating a need for increased coordination and planning around classroom and conference room space. The following policy will be used to inform decision making regarding classroom scheduling and conference room space and to clarify expectations regarding support available to support conference rooms.

1. Classroom space at DPC and on other campuses is becoming more constricted. The assigned room scheduler is to request all classrooms needed to implement the educational mission of the college. When classrooms are denied, each unit is expected to offer an alternative which might include offering the class at a different time or day, or at a different size. If no physical classroom of appropriate size is available after exploring alternative days/times, programs should consider an icourse if it is a pedagogically acceptable alternative. Units need to keep track of all denials for classroom space and include that information in a report submitted to the Associate Dean of Academic Affairs at the end of each semester.
2. If a second option is offered and the classroom space is still denied, on a very limited basis, use of conference rooms for classes can be requested through the Associate Dean of Academic Affairs of the college. Approval will only be given on a limited basis and only when the unit has demonstrated a minimum of two requests for the class offered at different times/days have been denied. These approvals are also based on availability; approved use of conference rooms as described in #2 above takes priority.
3. Classroom support is provided by the university, not the college IT team. When a unit is approved to use a conference room for the purposes of a class, IT will not provide classroom support. IT will provide support needed in conference rooms for approved conference room activities including search committee functions such as job talks, faculty/staff meetings, and other committee meetings.
4. Classroom scheduling for reasons other than teaching (such as holding meetings) can be scheduled through the designee in each academic unit with ASTRA access. For events in the college, Michelle Oldfield will schedule the rooms. For other college staff, Anthony Talarico ([Anthony.Talarico@asu.edu](mailto:Anthony.Talarico@asu.edu)) can schedule classroom when needed.
5. College level conference rooms are reserved through outlook (details are described below). Use of a college level conference room requires a reservation through this system.
6. Conference rooms can be reserved for the following purposes:
  - a. Internal meetings required to meet the college's vision regarding educational, research, and/or service responsibilities including but not limited to faculty/staff meetings, curriculum or other committee meetings, search committee functions, or professional development;

- b. Meetings needed with external parties that assist in the advancement of educational, research, or service responsibilities. Meetings scheduled from anyone outside of the college should contact Daniel Johnson at [Daniel.Jay.Johnson@asu.edu](mailto:Daniel.Jay.Johnson@asu.edu).

7. Guidelines for use:

- a. The unit hosting the event/meeting is responsible for monitoring the time of the meeting and ensuring that the event finishes at the scheduled time. Groups that exceed the scheduled time will be asked to conclude their meeting.
  - b. The college employee hosting the event/meeting is responsible for ensuring the meeting space is left clean and in order.
  - c. The college employee hosting the event/meeting will be responsible for making arrangements with IT for equipment and/or assistance that may be needed.
  - d. Items should not be placed on walls, windows, and doors or hung in the conference rooms. The use of glitter and confetti is prohibited. Lit candles and incense are not permitted. Decorations may be placed on sign holders or tables. Decorations should not be taped to walls.
8. Conference room usage will be monitored by the Dean's office. Dean's office has first right of use in college conference rooms 822A and 705. The Dean's office staff will give as much advance notice as possible and will accommodate as much as possible in moving events/meetings to another space in the college.
9. Events/meetings scheduled after business hours can only occur on a limited basis and must be coordinated through the Dean's office to ensure appropriate building access and suite access are in place.
10. College classroom and conference room space priority is given to the educational, research, and/or service responsibilities of the university. Outside organizations wanting to hold meetings or events that are one-time and have benefit to the college or university will be considered on a case by case basis. Consistent with university policy, outside organizations charging a fee to attendees or use of space reoccurring will not be allowed.

We do recognize the importance of community partnerships and organizations wanting to host their meetings or events at ASU. The College point of contact to the outside organization will need to complete the PUBSRV Space Request Form which will be reviewed and approved by the Associate Dean for Academic Affairs. Outside organizations need to be advised that there might be fees associated with using ASU space and charges for any damage that might occur. They should also understand that there is no support provided for events scheduled outside of ASU Classroom Scheduling.

Outside organizations should be encouraged to work directly with ASU Classroom Scheduling to hold their meetings or events at ASU. Fees will be set depending upon the level of support their meeting or event requires. Organizations are required to register with ASU Classroom Scheduling by providing the mailing address, and contact(s) email and phone number. All organizations outside of the ASU system must provide proof of insurance. ASU Classroom Scheduling can be reached at [rooms@asu.edu](mailto:rooms@asu.edu)

## CPSCS Conference Room Scheduling

### CPSCS Conference Rooms – available for online scheduling

d.room.UCENT.451A  
d.room.UCENT.480  
d.room.UCENT.580A  
d.room.UCENT.620A  
d.room.UCENT.705  
d.room.UCENT.880N  
d.room.HEARD.730

d.room.UCENT.822A (due to technological upgrades and need for ongoing maintenance, use of this room is limited to college faculty/staff only)

The Concho room will become available for reservations starting sometime during the 2015/16 academic year. That room is college space that will also be scheduled using this scheduling system.

### Conference Room Meeting Request

1. On the **File** menu, point to **New Meeting Request** and then click
2. In the **Subject** box, type meeting name
3. In the **Location** box, type a description or click **Rooms** to choose from rooms available for automatic scheduling by using Microsoft Exchange.
4. In the **Start time** and **End time** lists, select the start and end time for the meeting. If this is an all-day event, select the **All-day event** check box. An all-day event is a full 24 hour event lasting from midnight to midnight.
5. Type in the body of the event the **Meeting Organizer, Point of Contact for Questions, Contact Number and Date the Meeting was Scheduled.**
6. Click **Send** and meeting request will go to the calendar. You will receive an automatic email confirmation email.

Room #	Ext	Telephone Number	Serial Number	Seats	Table	White-board	Projector	Screen	Speaker Phone	Video Conf.
451A	6-0473	(602) 496-0473	00E075F3D8AD	10	x	x	x	x	x	

480A	6-0477	(602) 496-0477	00E075F 3D0BA	20	x	x	x	x	x	X
580A				23	x		x	x		
620A	6-1070	(602) 496-2348	00E075F 3C9A6	12	x	x	x	x	x	
705	6-1069	(602) 496-1069	00E075F 3C81C	10	x	x	Plasma	Display	x	
822A				42	x	x	Plasma	Display		x
880N	6-0103	(602) 496-0103	00E075F 3C9A0	12	x	x		x	x	
730 - Heard Class- room				30	x	x	x	x		