Policy Title/Subject: Use of the Domenici Center for Health Sciences Education

Policy:
Scheduling of the Domenici Center for Health Sciences Education is administered by the Health Sciences Library and Informatics Center (HSLIC). The classrooms, meeting rooms, seminar rooms, and lobbies support the curriculum of HSC educational programs and also provide a facility for non-curricular HSC instruction, training and special events. In the event of scheduling conflicts, requests that support the HSC curriculum are given priority over non-curricular HSC instruction.

Scheduling priorities for classrooms
1. Curriculum of HSC student educational programs
1b. Grand rounds
1c. GME educational programs
2. Non-curricular HSC education and training (e.g., CME/CE, in-services)
3. HSC Component faculty and administrative meetings (e.g., Promotion and Tenure, strategic planning)
4. Main campus courses that support the HSC undergraduate curriculum
5. As space permits, other HSC activities and events that add to the life of the HSC that do not compromise the learning environment and are appropriate for a mixed-use building (e.g., HSC component-sponsored blood drives, official student fund raising events, community events with HSC sponsors)

Scheduling deadlines
Only after the class schedule is set for each academic term can the remaining classroom space be scheduled for that term. Deadlines for receiving class schedules is three months before the scheduled start of the UNM main campus Spring, Summer and Fall semesters.

Scheduling conflicts
In general, once a request is accepted, classes will not be bumped. However, on those occasions when there is a request for a critical one-time event, HSLIC will notify the appropriate education dean about the conflict and the dean can make a decision whether or not to contact the faculty member about renegotiating the space for the event.

Scheduling priorities for non-classroom space
- The third floor rooms 3010 and 3110 are meeting rooms available to HSC departments and HSC student organizations. UNM Regents meetings have priority for use of these rooms; other reservations are granted on a first-come, first-served basis, but reservations will be moved in the event of a priority request from the Chancellor’s office.
- Building lobbies may be reserved by HSC departments or HSC student groups for large events, poster sessions, displays, receptions, etc.
- Non-classroom space may be reserved up to one year in advance
- Faculty seminar rooms 2110, 2120, and 2403 may be reserved by faculty for meetings or small classes. These rooms are available for group study when not reserved.
- Student group study rooms 2122, 2124, and 2405 are available for UNM student study groups on a first-come, first served basis for three-hour blocks of time. Reservations are not taken for these rooms.
- Room 2400 is available for UNM student study groups on a first-come, first served basis for three-hours of time and is available to the Human Anatomy Donation Program for consultations with donor families.
- The Interprofessional Healthcare Simulation Center (IHSC) scheduling details are listed separately below.

**Description of rooms**
Full descriptions of the rooms and teaching equipment are available on the Domenici Center web page at [http://hslic.unm.edu/about-hslic/domenici/index.html](http://hslic.unm.edu/about-hslic/domenici/index.html) and in EMS at [https://ems.unm.edu](https://ems.unm.edu).

Room seating type and capacity are described in EMS. If extra tables or chairs are needed, requesters must make their own arrangements and must not move furniture from one room to another.

**Who may reserve the rooms?**
HSC faculty, staff, or a person acting on the behalf of HSC faculty, may reserve a classroom for the purposes outlined above. Main campus faculty may reserve a classroom in their capacity as a guest lecturer in an HSC course. Faculty with joint appointments may reserve a classroom for use associated with HSC courses. Faculty teaching main campus courses related to undergraduate nursing programs may also reserve a classroom. When space is available, other main campus departments may reserve rooms on a case-by-case basis.

**Access to the rooms**
Classroom doors are kept locked at all times. Exterior doors and third floor meeting room access is controlled by UNMH Security, who program the magnetic locks on the doors to open in accordance with schedules provided by HSLIC. Seminar and group study rooms are left unlocked. HSLIC Administration determines who shall receive keys and/or prox card access for Domenici Center on the basis of need. HSLIC and the Lock Shop are permanent holders of keys. Other keys or prox card access may be issued for limited time periods as determined by HSLIC Administration.

Copies of the classroom keys are available at the HSLIC Service Point for check-out to room users. The person who checks out the key is responsible for lost key charges if the room key is not returned.

**Room use guidelines:**
1) HSLIC TECHS must install application software.
2) Users must abide by all UNM computer use and software copyright guidelines.
3) Faculty developing new courses should consult well in advance with HSLIC regarding room availability and availability of appropriate equipment and software.
4) All classrooms have instructor PC and projection equipment; however, a requester’s requirement for technology with limited deployment (e.g., ITV, sound system) establishes a priority for use of rooms so equipped.
Building hours:
The operating hours for the Domenici Center is 6:00 a.m. – 6:00 p.m. weekdays. Evening or weekend use is by special request. The Student Lounge observes these hours, but HSC students have 24x7 badge access to the lounge.

Technical support
Call 272-2311 for technical support (e.g., AV and access issues). Technical support is not available weekends or after 5:00 p.m. weekdays except by special arrangement.

Security requirements
Special events may require filing a Special Event Notification form with UNM Police ten days prior to the event. See UNM Business Policy 2230. Special events are defined as “non-routine, non-academic events that may require security due to the large number of attendees, public role of guests, controversial nature of speakers or subjects, and/or involvement of dignitaries. Notification is not required … for educational programs, board meetings, or school sponsored events.”

Reservations
To request use of the rooms, view room calendars in EMS (https://ems.unm.edu) to verify the room is available, and email a request, including all pertinent information (name & contact information, purpose, date, duration, number of attendees, special equipment needs) to HSLICReservations@salud.unm.edu.

Reservations are accepted on a first-come, first-served basis, according to the priorities given above. Reservations for building lobbies or third floor meeting rooms will not be taken for events more than twelve months in the future. Requests for one-time events can be considered for semesters for which the curricular schedule is in place; regularly scheduled classes have priority and their schedules must be accommodated before one-time events can be scheduled.

Major one-time events that require considerable advance planning and promotion (e.g., annual meetings) can be scheduled beyond the current semester after consultation with appropriate education deans or other academic unit scheduling authorities to plan for possible scheduling conflicts.

Requests for weekday daytime (6am-6pm) events must be made at least three business days in advance. After hours and weekend reservations must be made at least two weeks in advance to allow time for securing building access. Requests for the third floor meeting rooms must be made at least two weeks in advance to allow time for UNMH Security to program the release time of the magnetic locks.

Requests are subject to availability of space and technical support and must be approved by Library staff. The reservation specialist will contact the requester to confirm space availability and equipment. The requester will receive a confirmation of the room reservation via e-mail. Only at this point should the requester consider the room reserved.

Food and drink
Groups using Domenici space may arrange catering for their events, provided that all leftover food and drink is removed, along with all trash, and any spills are cleaned up. Room 3106 in the West building is designated as a caterer’s setup room.

UNM Business Policy 2140 on Use of Alcohol on University Property applies to the Domenici Center.

**Interprofessional Healthcare Simulation Center (IHSC)**
The IHSC follows the Domenici Center’s hours of operation (6:00 a.m. – 6:00 p.m. weekdays) and other general policies (i.e.: Technical support, Security requirements, Food and drink, etc.). However, due to the nature of simulation and other technical nuances, there are special considerations for scheduling the Interprofessional Healthcare Simulation Center (IHSC):

1. Programs that are simulation or Interprofessional in nature are of first priority for space utilization, followed by other class offerings, education related events and finally program related meetings.
2. Events will be scheduled in EMS for only the amount of time required for the offering to be successful (including setup and breakdown times). Those scheduling IHSC rooms are responsible to notify the designated scheduler to release or adjust their reservation should they not require the room as it was requested.
3. Room users are responsible to set up their own rooms and are expected to return the room(s) to the set up posted therein.
4. Each School/College (School of Medicine (SOM), College of Nursing (CON), College of Pharmacy (COP)) have allotted space for which they each have one designated scheduler.
5. Designated schedulers (currently: Natalie Martinez – SOM; Kim Norgren – CON; Shawn McGee – COP) will be responsible for gathering all necessary data regarding program offering and its requirements, and ensuring faculty and attendees have appropriate access (badge and key access), training (e.g. monitor room, simulation equipment) or have arranged to have an expert from related School/College included in the event.
6. If space is requested for use outside the College/School’s space allotment, scheduling is routed through the designated scheduler for the allotted space owner.
7. Requests for standardized patients must be made directly through Assessment & Learning Standardized Patient Program.
8. Technical assistance for use of the Monitor Room must be requested from SOM Educational Technology Services (ETS). (Individuals from the COP or CON who have been trained on the correct procedure to operate monitor room equipment are authorized to do so without oversight from ETS.)
9. If qualified individuals are not available to be continuously present for an event, the monitor room and/or any specialized technology cannot be used for that event.
10. Supplies are managed by each College/School. Please make appropriate arrangements well in advance.
11. As with the general scheduling policy, room requests are subject to availability of space and technical support and should only be considered reserved when the requestor receives a confirmation e-mail from the designated scheduler.

**References:**
- UNM Business Policy 2500: Acceptable Computer Use
- UNM Business Policy 2510: Computer Use Guidelines (Replaced by policy 2520)
- HSLIC Policy: Public Workstation Use
- HSLIC Policy: Computer Equipment Loans