

Domenici Center for Health Sciences Education Classrooms Policy

Policy Guidelines

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:
 - Grand rounds
 - 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 meeting rooms 3010 and 3110 are 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 members may reserve faculty seminar rooms 2110, 2120 and 2403 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-hour blocks of time. It is available to the Human Anatomy Donation Program for consultations with donor families.
- Interprofessional Healthcare Simulation Center (IHSC) scheduling details are listed separately at the bottom of page 4.

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/aboutDomeniciCtr.html> and in EMS at <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 persons 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 guest lecturers 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 personnel, 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 the Domenici Center based on 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. The HSLIC Classroom Technology Unit must install application software.
2. Users must abide by all UNM computer use and software copyright guidelines.
3. Faculty developing new courses should consult with HSLIC well in advance regarding availability of rooms and 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 are 6 a.m. – 6 p.m. on 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 p.m. weekdays except by special arrangement.

Security Requirements

Special events may require filing a Special Event Notification form with UNM Police 10 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 the room calendars in EMS (<https://ems.unm.edu>) to verify that the room is available, and email a request, including all pertinent information (name and contact information, purpose, date, duration, number of attendees and 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 12 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 daytime (6 a.m. to 6 p.m.) events on weekdays 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 email. *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. If a group leaves food in the room or neglects to clean up the room, the appropriate chair, dean or director will be contacted.

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

Furniture

Many users may require furniture to be moved around during an event (for poster sessions, vendor fairs, etc.). All users moving furniture should return the furniture to its original location after the event is over. Furniture should not block egress or pose a fire hazard (block the fire curtain located by the stairway, be moved in front of fire pulls or extinguishers, etc.). If using the basement level of the Domenici Center, please do not use furniture from the Espresso Café. That space is intended for use by café employees only.

Interprofessional Healthcare Simulation Center (IHSC)

The IHSC follows the Domenici Center's hours of operation (6 a.m.–6 p.m. weekdays) and other

general policies e.g., technical support, security requirements, food and drink). However, due to the nature of simulation and other technical nuances, *there are requirements for scheduling space within the IHSC:*

1. Health Sciences Center programs that are simulation or interprofessional in nature are of highest priority for space utilization, followed by other class offerings, education-related events and program-related meetings.
2. School of Medicine (SOM), College of Nursing (CON), and College of Pharmacy (COP) each have one designated scheduler for their allotted space.
3. Events must be scheduled in EMS only for the amount of time required, including setup and breakdown times. Room requesters are responsible for contacting the designated scheduler to cancel or adjust reservations, if needed.
4. Room users are responsible for room setup and are expected to return the furniture and equipment to the original configuration.
5. Designated schedulers will do the following:
 - A. Gather all information needed to generate a room reservation, and
 - B. Ensure that faculty and attendees have the following:
 - i. Appropriate facility and room access (badge or key)
 - ii. Equipment use training (e.g. monitor room, simulation equipment)—or have made arrangements to have an expert from related College/School to be continuously present for the event
6. Make requests for Standardized Patients (SPs) directly through Assessment & Learning Standardized Patient Program: see <http://som.unm.edu/education/md/ume/standardized-patient.html> for more information.
7. The Monitor Room and/or any specialized technology *cannot be used* unless trained individuals are continuously present for the event. Requests for training and/or technical assistance for using the Monitor Room are made through SOM Academic Multimedia Services (AMS). Those trained to operate the Monitor Room equipment are authorized to do so without oversight from AMS.
8. Supplies are managed by each College/School; make appropriate arrangements well in advance of the event.
9. Room requests are subject to availability of space and technical support and should be considered reserved only when the requestor receives a confirmation email from the designated scheduler.

References

- UNM Business Policy 2500—Acceptable Computer Use: <https://policy.unm.edu/university-policies/2000/2500.html>
- UNM Business Policy 2520—Computer Security Controls and Access to Sensitive and Protected Information: <https://policy.unm.edu/university-policies/2000/2520.html>
- UNM Business Policy 2230: Police and Security Services: <https://policy.unm.edu/university-policies/2000/2230.html>
- HSLIC Policy on Public Workstation Use: http://hslc.unm.edu/about-hslc/docs/Policies/PublicWorkstationsPolicy_20140515_dc.pdf

Verification of Communication

- Revised by Dick Carr and approved by OMT 11/09/2009.
- Minor Revision by Cathy Brandenburg 08/22/12.
- Revised by Education Deans 8/29/2013.
- Revised by Beth Mercer and Dick Carr (IHSC section) 2/3/2014.
- IHSC Space Scheduling Requirements: Minor Revision by Beth Mercer 12/09/2015.
- Minor editorial and formatting revisions by Libbye Morris 3/30/16.