MEMORANDUM

TO: MUSC Academic Deans
    Shannon Jones, MS, Director, MUSC Library

FROM: Mark S. Sothmann, PhD
       Vice President for Academic Affairs and Provost

Darlene Shaw, PhD
Associate Provost for Educational Affairs and Student Life

DATE: February 23, 2016

RE: Classroom Scheduling for DDB and BEB Buildings

This memo is to update information provided to you in our memo dated March 6, 2013, in which we addressed classroom scheduling for the Drug Discovery Building (DDB) and the Bioengineering Building (BEB).

Conferences (as defined below) continue to receive priority scheduling in the DDB auditorium (DDB 110) and BEB conference center (BEB 110 & BEB 112). When these spaces are not being used for conferences, the College of Pharmacy has priority for scheduling BEB 112, and the College of Medicine has priority for scheduling the DDB auditorium. Food and drinks are prohibited in the DDB auditorium and the BEB conference center.

The following DDB and BEB rooms continue to be centrally scheduled and centrally supported by the Office of Instructional Technology and Faculty Resources Center (ITFR) in the division of Education and Student Life:

- DDB auditorium (DDB 110) (297 theater-style seats)
- DDB conference room (DDB 111) (14 seats)
- BEB conference center (BEB 110) (171 seats)
- BEB classroom (BEB 112) (70 seats, stationary tables)

To minimize classroom disruptions for students, we provide a guideline for scheduling conferences. In addition to requests from the President or Provost, a conference is defined as any event meeting four of the following five criteria:

- Attendees coming from out of town (especially international)
- Attendees paying to attend or organizer paying a speaker to attend
- Conference duration of at least 7 hours

"An equal opportunity employer, promoting workplace diversity."
Page Two

- Expected attendance of at least 75% of requested room capacity
- Receipt of no less than 90-days notice of the event

A conference will be scheduled up to but no more than 24 months in advance, unless special permission is obtained from the Director of Instructional Technology, Office of ITFR, 843-792-4971.

Conference organizers are expected to avoid scheduling conferences in wired classrooms (DDB 110, BEB 110, and BEB 112) on exam days when possible. Colleges must schedule exams requiring connectivity for the entire academic year as soon as possible but no later than eight (8) weeks before the term. Any resulting scheduling conflicts will be resolved by the Director of Instructional Technology, Office of ITFR.

Conference organizers pay a non-refundable deposit to ITFR if beverages or food are to be consumed in the conference rooms. The fee is for each room, including the lobby, for the duration of the conference. Payment will be made to the Office of Instructional Technology and Faculty Resources within 30 days of reserving the conference space.

All BEB 112 users are reminded that the room tables are connected with power and Ethernet connectivity and are therefore stationary and not to be moved.

These guidelines are established so that affected DDB and BEB rooms may be reserved with sufficient time for colleges to move their classes and inform their faculty and students accordingly. We will continue to maintain the classrooms formerly occupied by the SCCP (QF 302A & 302B) and COM (Baruch Auditorium) courses to ensure these spaces are in good working order when conferences require that SCCP and COM classes be relocated to their original space.

Please note that unless special arrangements are made through the request form, all events that are held in centrally-scheduled venues must end 10 minutes prior to the stop time indicated on the schedule to allow the next event to begin on time.

Thank you for your attention to this information.

MSS:DS:mch

cc: Dr. Mary Mauldin
    Mr. Damon Amella