MEMORANDUM

TO: MUSC Academic Deans
Thomas Basler, PhD, Director, Library Sciences and Informatics

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

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

DATE: March 6, 2013

RE: Classroom Scheduling for DDB and BEB Buildings

This memo is to update information provided to you in our memo dated March 7, 2011, in which we addressed classroom scheduling for the Drug Discovery Building (DDB) and the Bioengineering Building (BEB). In that memo we directed that effective January 1, 2012, when the DDB auditorium and BEB conference center are not being used for conferences, College of Pharmacy classes will have priority for scheduling the BEB conference center and the College of Medicine will have priority for scheduling the DDB auditorium. Everyone is still prohibited from bringing food or drinks into the DDB auditorium (DDB 110) and the BEB conference center (BEB 110 & BEB 112).

Also, the classroom list published in the March 7, 2011, memo has been updated. The following rooms will be centrally scheduled and centrally supported:

- 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)

The IT/distance education support continues to be provided by Education and Student Life's instructional technology group within the Office of Instructional Technology and Faculty Resources (ITFR). The central scheduling of these spaces will also be handled within this group as the classroom scheduling function was transferred from the Office of Enrollment Management to ITFR in November, 2012.
Also, given the increased demand for online testing facilities, it has become necessary to establish priority classroom scheduling for the DDB and BEB wired classrooms, DDB 110, BEB 110 and BEB 112. Conference organizers are asked to avoid scheduling conferences on exam days when possible. Exams requiring internet connectivity must be scheduled for the entire academic year and submitted as soon as possible but no later than June 30 of each year. Any resulting scheduling conflicts will be resolved by the Director of Instructional Technology, Office of ITFR.

As we envisioned, large conferences are using these spaces with increasing frequency. As a result and in an effort to minimize classroom turbulence for students, it has become necessary to establish the definition of a conference for scheduling purposes. As a guideline for scheduling purposes, in addition to any specific request from the President or Provost, a conference is defined as any event meeting three of the following five criteria:

- Attendees coming from out of town (especially internationally)
- Attendees paying to attend or organizer paying a speaker to attend
- Conference duration of at least one day (more than 7 hours)
- Expected attendance at least 75% of requested room capacity
- Receipt of no less than 60 days notice of the event

A conference will be scheduled up to but no more than one year in advance, unless special permission is obtained from the Director of Instructional Technology, Office of ITFR.

Conferences organizers may 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 lobby, for the duration of the conference (1-3 days) only. Payment will be made to the Director of Instructional Technology, Office of ITFR 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.

Thank you for your attention to this information. We will continue to provide students and conference attendees with an exceptional environment.