College of Engineering
Policy for Collegiate Shared Rooms

**Background.** The Collegiate shared rooms (conference, seminar, TA, student collaboration rooms, etc.) provide important resources for support of our teaching, research, and service missions. As the demand for these spaces has been increasing it has become increasingly important to optimize the use of these spaces.

**Scope.** This policy applies to the following rooms: 2222, 2228, 2258, 3111, 3210, 3220, 3258, 3501, 3511, 4505, 4511, 4517 and 1306 (the new shared TA space).

**Reservations.** Room reservations are completed online using the Outlook (Exchange) calendar application (for questions contact the Engineering help desk). When reserving a room, use a clear descriptive title and meeting description which includes the known participants. A room reservation is not complete until the reservation request is accepted. Most room resources auto accept, however specialized rooms such as 2228 are reviewed before acceptance. Rooms should be reserved for the purpose for which they are designed and outfitted. Recurring meetings must have a faculty or staff member included in the reservation. Courses may not be scheduled in the Collegiate shared rooms although occasional course use for presentations, video conferencing, or other special events is acceptable. Departmental conference rooms should be used before reserving the Collegiate rooms. Reservations should be deleted if a meeting has been canceled. Rooms must be left in a clean and orderly condition, including removal of food-related trash and debris.

**Priorities.** The primary purpose of shared conference rooms is for faculty and staff meetings, thesis defenses, etc. Rooms 3111, 3210, and 3220 are designated only for faculty and staff usage. Room 2228 is outfitted for video conferencing via Polycom and Skype, therefore meetings requiring these capabilities have priority. Rooms 2258, 3258, 3501, 3511, 4505, and 4511 are general use conference rooms that may be reserved for student functions. Rooms should not be reserved for students to study; many other spaces are available for this purpose (Engineering Commons, 2nd Floor Lobby, Engineering Library, Student Development Center, etc.). With the exception of 1306 SC, the shared TA support room, these rooms should not be scheduled for TA office hours.

There are two student team study rooms:
- 2222 SC is a senior only team study room that can be reserved in the ECS office 1256 SC or if the access display shows availability any senior can use the display to create an instant meeting and use the room. All seniors are given access to room 2222 SC.
- 4517 SC is an all student team study room. Students can reserve 4517 through their departmental administrator. Any student group may use 4517 SC if it has not been reserved. All students have been given access to room 4517 SC.

**Access control.** Faculty and staff have access to all collegiate conference rooms. Students have access to 2222 and 4517. Teaching assistants may be given access to 1306.

Updated 08/23/2013
Collegiate Shared Room Use Summary

3111 Executive Boardroom
- Must be scheduled through the Dean's office, see Jill McNamara

3124 Student Development Center
- Must be scheduled through the SDC, see receptionist in 3124 SC

2228, 3210, 3220 Faculty Conference Rooms
- Department faculty meetings, research group meetings, thesis defenses
- Video and teleconference meetings are the top priority for room 2228 SC, scheduled through John Millsap

2258, 3258, 3501, 3511, 4505, 4511 Conference Rooms
- Department faculty meetings, research group meetings, thesis defenses
- Tutoring
- College approved outreach efforts/events
- Non-recurring faculty led help sessions/senior design
- 2258 and 3258 will be outfitted as conference rooms beginning in the Spring of 2014

1306 Shared TA Office Hours Room
- Available to all departments, up to seven simultaneously scheduled TA office hours
- Lockers assigned to TAs upon request (ECS office, 1256 SC)
- Preference is given to Core Courses

2222, 4517 Group Study Spaces
- 2222 Senior design development and reviews, scheduled through ECS
- Scheduled group study
- 4517 Drop in group study by all students when not reserved

3517 Seamans Center -- Student Organization Room
- Student Organization meetings and events

3123 Seamans Center -- Business Visitor’s Center
- Must be scheduled through the Dean's office, see Wendy Brentner
- Temporary office space for corporate partners and academic guests

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