

HSC Updates over Summer 2012

Technology Updates

All classrooms on the 2nd floor have new document cameras. Instructions will be added to the binders in each room. Instructions are also attached.

New projectors were installed in rooms 3010 and 3051. A new projector will be installed on the computer cart for room 3002 in September.

Technology Reminders

Please complete a run-through of any equipment you may not have used in a classroom to ensure your first day of teaching goes as smoothly as possible.

To assist you while in the classroom, each classroom has a white binder with instructions for the AV equipment. Each of the classrooms also has a phone with speed dial buttons to call Western Technical College directly for assistance.

If you have any IT/AV questions, please contact Western Technical College via:

Help desk e-mail: pcservice@westerntc.edu

Or call: 789-6266 (7am-4 pm)
785-9107 (after 4 pm)

If by chance you are still using VCR tapes, you are strongly encouraged to convert these tapes over to DVDs or purchase a new DVD of the material. Some rooms still have VCR capability, but as these machines continue to reach their end of life, they will not be replaced.

Student Computer Lab (Room 2030)

UW-L

The UW-L computers have been removed from the lab. The UW-L printer and print release station remain in the lab. UW-L students using their own laptops/desktops can print to the HSC 2030 printer (or any of UW-L's ITS open lab printers) via the web from wireless or from home. Students then need to come to the lab to release their print job from the release station. Print jobs are queued and deleted if not picked up before the lab closes each evening. Current web link for student web printing is <https://studentprinting.uwlax.edu>. Students log on using their NetID. (Be aware web links could change in the near future.)

Western

Western students will have the same computers and printer as last year.

During fall, the use of the computer lab and logistics of UW-L printer changes will be evaluated. Based on the evaluation outcome, there is discussion about swapping rooms 2030 (current lab) with 2058 (classroom). 2030 would then become a classroom and 2058 a computer lab. This decision won't be made until end of fall semester.

5th Floor Conference Room Converted to HSC Staff Eating/Break Area

This room has been converted to a HSC staff eating/break area. Therefore, this room will no longer be available for student use. There was much discussion related to this decision with the following taken into account.

Occupancy in the 5th floor research labs has increased dramatically over the years.

There are general safety concerns related to proximity of potentially harmful chemical/biological agents moving up and down the hallways and potential food contact.

In fall 2011, signs were posted stating “authorized personnel only” to begin reducing traffic on the 5th floor.

Overall, there are limited areas for HSC staff to eat/break in the building.

Meeting reservations in 5102 were minimal and can easily be absorbed to other spaces.

Provides an area for all HSC staff to have a quiet place for a break or to eat

This conversion will be evaluated in one year.

Therefore, effective Monday, August 20:

Room 5102 will be locked, however all HSC staff's keys should allow access.

A refrigerator has been placed in the room.

A microwave has been placed in the room.

All staff are expected to leave the room, microwave, etc. clean when they are done eating.

Storing of food will no longer be allowed in 5th floor labs or the halls outside them - all lunches, etc. should be placed in room 5102. If your lab needs to provide key access for students working in the lab, please contact Nicole Voter at the HSC information desk.

Eating will no longer be allowed in the 5th floor atrium for staff or students.

A sign will be placed on the conference room window stating the room is for HSC staff only.

No Food or Beverages in Conference Rooms for Students

Students (not HSC staff) will no longer be able to eat any food or drink any beverages in the conference rooms. Even though this was part of the policy previously, it was not enforced, however that is changing. There was much discussion related to this enforcement decision with the following taken into account.

In spring 2012, additional locations for student eating were added in the HSC:
12 seats outside of 2002/2006
12 seats outside of 2006
12 seats added to 2nd floor atrium area
(In addition to the lower level eating area, 3rd and 4th floor atrium)

The conference rooms are used for many professional meetings. Many people come from outside of the HSC to attend meetings and a professional looking conference area is important.

The expectation is when one enters a conference room it is professional looking – no crumbs on the table, stained chairs from spills, etc. Unfortunately, this has not always been the reality.

There was discussion of allowing water bottles. In the end, the HSC Management Group concluded if water was allowed, most likely other beverages would soon be added in too. Enforcement will be easier if there are no beverages allowed.

Therefore, effective Monday, August 20:

Students are no longer allowed to eat or drink in the conference rooms. Students should eat in the areas designated above.

This change will be placed in the HSC Student Guide which faculty should distribute to all students at the beginning of the semester.

If students are seen eating and/or drinking in the conference rooms, the privilege of all students using the conference rooms will be discontinued. It will take one student seen not abiding by this policy for this to occur. Therefore, please make sure your students are aware of the policy.

Temporary signs will be placed on the table as a reminder

Updated HSC Student Eating Policy

The HSC Management Group updated the previous policy established in July 2010 to incorporate the changes mentioned above to read:

HSC Student Food Policy

Food and beverage consumption is only permitted by students in the atrium areas (2nd, 3rd, or 4th floors) or lower level (basement) by the vending machines. Food and beverage is not allowed in classrooms, labs, or conference rooms.

Food consumption is not allowed in **any area** of the 5th floor due to safety concerns related to proximity of potentially harmful chemical/biological agents.

Faculty has the right to make an exception for students to eat/drink in rooms they are teaching in, especially if the class is held for a large block of time. In turn, faculty is responsible for the following, prior to leaving the classroom:

- a. Ensure all tables are clean
- b. The garbage is placed in the garbage cans with liners
- c. Garbage should be removed from the room as a courtesy to the next users if:
 - i. There are large garbage items such as pizza boxes
 - ii. There is food that will leave a lingering smell (such as onions)
(Garbage bag may be placed outside the room – please contact custodian to dispose)
- d. All spills are wiped up

Approved: HSC Management Group July 14, 2010

Approved: HSC Management Group July 11, 2012

Lower Level “Observation Room”

Recreation Management/Therapeutic Recreation (RMTR) has finished remodeling ½ of the previous eating area in the lower level. This room is now an observation room for students to anonymously observe a client interaction taking place in the room. Students will observe from the eating area.

The lounge room will be listed as #0004A on the HSC scheduling system. The eating area will be listed #0004. RMTR has priority for reserving both of these areas, however when room 0004A is not reserved, HSC staff can reserve the room. This room will not be available for student studying. When RMTR students are not using the “eating area” for observation, this area is available for anyone’s use in the building.

Room 0004A is a nice lounge type room and would be appropriate for small meetings, but is not to be used for eating. Feel free to check the room out! The lock has been keyed the same as the conference rooms. Please note that when the lights are on in the lounge and the shades are not drawn, people are able to see in from the outside.

Automatic Door Option for Restrooms

The main restrooms on 2nd, 3rd and 4th floors now have automatic door options. The 3rd floor was completed a couple of years ago and the 2nd and 4th were done this summer.

Program/Office changes

In May 2012, Western Technical College discontinued two programs - Disability Support Specialist and Dental Hygiene.

UW-Madison/Western Campus Nursing program will be closing at the end of this academic year (May 2013). Senior nursing students will be graduating at that time.

UW-L's nutrition department has moved into the office suite in the lower level (glass area off the elevator). Previously this area was occupied by Western's Dental Assistant program (moved to 4th floor) and Student Health Center's Research department (vacated over a year ago).

There has been a lot of faculty office switching that occurred over the summer on the 4th floor. If you can't find someone you are looking for, please ask the respective program assistant.

Parking Lot – C15

In July the parking lot was sealed, coated and lines repainted.

Painting

Classrooms 2064, 2065, 2066 and 2067 were painted, along with conference rooms 2076, 3076, 4106, and 5102. A work order has been placed to add chair guards to certain rooms to preserve the walls that were recently painted. Between fall and spring semesters additional classrooms will be painted. Enjoy the brightness in the classrooms!

Miscellaneous

Website:

Please mark this website as a favorite. All of the HSC various policies, etc. can be found on the website.

http://www.lacrosseconsortium.org/content/health_science_center

HSC Student Guide:

The guide has been updated to reflect the above changes and is being sent to the respective program assistants for distribution to faculty. Please distribute this guide to all HSC students to ensure all are informed.

Classrooms

Please do not tape any items to the classroom/lab walls. This tends to remove paint and leaves undesirable spots behind. Please use the bulletin boards.

Custodians:

Phone Number: 386-2518 (One custodian always has the phone on him/her)

Day time – Lyle

Late afternoon/evening – Dean and Mai