

## HSC Room Scheduling Procedures

1. Programs that commonly use shared lab or classroom spaces will meet and collaborate each semester to plan the use of these rooms prior to submitting course schedules (i.e. 3<sup>rd</sup> floor labs, 5<sup>th</sup> floor labs, etc). Representatives of new programs will be expected to engage in this collaboration upon initiation of the program.

2. Following these collaborative meetings, course schedules will be created consistent with the following groups and timeframes:

**Group 1:** Programs that are housed full-time in the HSC and meet at least once a week. Western will enter reservations for partial semester classes after all weekly classes have been reserved. If the 1st of the month begins on a weekend, the start date automatically moves to the first Monday of the month.

a. Spring semester—June 1 - 15

-Western will enter reservations for rooms 2014, 2015, 2016, 2017 beginning June 1

-UWL will enter reservations beginning June 3 (or two days after Western starts) and

Western will enter remaining classes

-Mid-term and final exam dates entered by September 30 of semester

b. Summer semester—December 1 - 10

c. Fall semester—December 10-20

-Western will enter reservations for rooms 2014, 2015, 2016, 2017 beginning December 10

-UWL will enter reservations beginning December 12 (or two days after Western starts) and Western will enter remaining classes

- Mid-term and final exam dates entered by February 15 of semester

d. J-term—prerogative of each program

**Group 2:** Programs that are not housed full-time in the HSC, but are a health-related program of Gundersen, UW-L or Western (meet regularly for the semester, such as CLS, Health Academy, etc.).

a. Spring semester—begin submitting June 16

b. Summer semester—begin submitting December 11

c. Fall semester—begin submitting December 21

d. J-term—prerogative of each program

**Group 3:** Partial semester, sporadic, or single use requests for programs in the HSC and programs outside of the HSC (employee training, special events, extracurricular student clubs, non-health related classes, etc.)

a. Spring semester—begin submitting June 30

b. Summer semester—begin submitting January 1

c. Fall semester—begin submitting January 15

d. J-term—prerogative of each program

3. Room reservations will be entered via the HSC scheduling software. It is expected that rooms will be selected based on need. (For example, a class for 20 students would not reserve 2006, but rather a smaller classroom.) Excess rooms should not be reserved as a place-holder for later determination of need. Only rooms for current needs should be scheduled. It is important for rooms to be cancelled from the system if they are not going to be used. All partners pay their respective portion of the HSC operating budget based on usage of rooms.

4. Once the deadline for each group is reached, the HSC information coordinator will confirm the reservation and send a confirmation via e-mail. In addition, the HSC information coordinator will e-mail a summary of the reserved classrooms for each program to be reviewed in an effort to curtail any incorrect or missed reservations. In this e-mail, a short deadline will be given to correct any errors.
5. These priorities will be applied when determining room assignments within HSC based programs:
  - a. Number of students - lecture room space
  - b. Negotiated collaborative scheduling of labs between two or more accredited programs housed in the HSC
  - c. Instructor / student accommodation (related to ADA)
  - d. Pedagogical considerations (not in prioritized order)
    - Numbers of students in lab
    - Labs taught independently from lecture
    - Lab / lecture combined
    - Room arrangement
    - Room resources / equipment
  - e. Western has been designated rooms 2014, 2015, 2016, 2017 for initial reservations for spring, summer and fall.
  - f. Health Science Academy has been designated room 0096. After their reservations are complete, the room is available to groups as outlined in #2 above.
6. It is the responsibility of each respective program to review all confirmed requests prior to the deadline (per #4 above). If a program (1) inadvertently forgets to reserve a class, (2) it is past the deadline date for the program's group, and (3) the preferred room is already scheduled, the program has the following options:
  1. Adjust their schedule to find a classroom that is available
  2. Search for a classroom outside of the HSC
  3. Ask the program that has confirmation of the room if they are able to move to another location that has been identified to meet their needs. It is the responsibility of the person requesting the change to coordinate all of the changes with the respective parties.
7. In the event that parties are unable to come to a consensus utilizing the above procedures, the Program Directors/Heads whose programs are impacted, will be responsible for negotiating a fair resolution by using the "Conflict Resolution Procedure for the Academic Team."
8. If a class schedule needs to be modified (ie: mid-term exam, special event, etc.) it will be the responsibility of the instructor to find an alternative location. Classes that are ongoing for the semester will take precedence over reserving a room for a one-time meeting. An instructor may ask the affected parties for room changes and if both parties are in mutual agreement that this short-term modification is feasible, the HSC scheduler will be notified to adjust the room reservation.
9. The scheduling procedures will be available via the LMHSC website [http://www.lacrosseconsortium.org/content/health\\_science\\_center](http://www.lacrosseconsortium.org/content/health_science_center), and provided in the HSC new employee orientation booklet. The HSC information coordinator will send a reminder e-mail to those that request to be on the distribution list. In addition, it is expected that program assistants, department heads, etc. will orient new staff to the necessary procedures.
10. This policy will be revisited periodically by the program assistants to ensure this policy accurately reflects the needs of the HSC and its occupants.

## Class Schedule Times HSC

### UW-L

### Western

7:45 – 8:40 A.M.	8:00 - 9:00 A.M.
8:50 – 9:45 A.M.	9:10 – 10:10 A.M.
9:55 – 10:50 A.M.	10:20 – 11:20 A.M.
11:00 – 11:55 A.M.	11:30 – 12:30 P.M.
12:05 – 1:00 P.M.	12:40 – 1:40 P.M.
1:10 – 2:05 P.M.	1:50 – 2:50 P.M.
2:15 – 3:10 P.M.	3:00 – 4:00 P.M.
3:20 – 4:15 P.M.	4:10 – 5:10 P.M.
4:25 – 5:20 P.M.	5:20 – 6:20 P.M.
5:30 – 6:25 P.M.	6:30 – 7:30 P.M.
6:35 – 7:30 P.M.	
7:40 – 8:35 P.M.	7:40 – 8:40 P.M.
8:45 – 9:40 P.M.	8:50 – 9:50 P.M.
9:50 – 10:45 P.M.	10:00 – 11:00 P.M.

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*Academic Team approved November 26, 2007*  
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