STONY BROOK UNIVERSITY
LEARNING SPACE POLICY AND PROCEDURES

CONTENTS

Policy Rational................................................................................................................................. 1
Policy Scope and Authority .................................................................................................................. 2
Definitions ........................................................................................................................................ 2
GPC Ownership & Management........................................................................................................ 3
GPC and Computer Classroom Access .......................................................................................... 5
Scheduling GPCs.............................................................................................................................. 5
Preparation Rooms ........................................................................................................................... 7
Technology Use, Support and Training ............................................................................................ 8
Computer Classrooms and SINC Sites ............................................................................................ 9
Rental of Facilities............................................................................................................................ 11
Affiliate and non university use of facilities ....................................................................................... 13
Policy Effective Dates and Revisions ............................................................................................... 13

POLICY RATIONAL

General Purpose Classrooms (GPC’s) are a community resource for the entire University with a priority mission to provide high quality environments and tools to enhance the educational experiences for our students and instructors. The State University of New York at Stony Brook has invested heavily in improving its learning environments, their furnishings and equipment. In addition, the University has added many new modern classrooms and auditoriums in the new buildings constructed recently or under construction. GPCs are also available for student activities, public outreach and research programs as provided below. This policy is required to clearly define how these facilities are managed, scheduled, maintained and upgraded.
POLICY SCOPE AND AUTHORITY

The following are the policies and procedures for General Purpose Classrooms (GPC’s) and Informal Learning Spaces on Stony Brook’s West campus. A current listing of all GPC’s at Stony Brook is available at https://tlt.stonybrook.edu/Facilities/Classrooms.

DEFINITIONS

A classroom is a space where any scheduled component of a University approved course is delivered.

Within this document, the term instructor refers to anyone with responsibility for classroom instruction, including all full-time or part-time faculty, lecturers and teaching assistants.

Informal learning spaces are areas outside formal classrooms that are used for post class discussions and study areas for students. These areas are managed and provisioned by Teaching, Learning + Technology (TLT).

A General Purpose Classroom (GPC) is a campus wide classroom assigned and scheduled by the Registrar’s office. The Registrar’s Office determines appropriate uses for these rooms which are primarily for academic instruction. These rooms are equipped and managed by TLT.

GPC with departmental priority. These rooms are GPC rooms as defined above except the department schedules its needs prior to the general classroom scheduling process. Remaining available times are then used as part of the general scheduling process by the Registrar. Ad-hoc uses can be scheduled after this process completes. These are generally former departmental classrooms that were surrendered by a department with the understanding that departmental courses are given priority use of the rooms.

Special use GPCs are computer labs, video conferencing facilities and other rooms configured to support specialized pedagogical approaches (such as group work) that TLT and the Registrar have agreed are available for course use within specific time periods. These rooms can be scheduled on an as needed basis or for the entire semester. These rooms may require special setup, equipment and configuration such as software installation.

Departmental shared classrooms are owned, equipped and maintained by the respective department. The department schedules the use of these rooms and the Registrar may request use of these rooms when not in use by the department.

Department exclusive classrooms are owned, equipped and maintained by the respective department. These rooms are not available for scheduling by the Registrar’s office.
GPC’s, with the exception of SINC sites, are owned by the Provost’s office, scheduled by the Registrar and managed by TLT.

Registrar is responsible for:

- Scheduling courses, finals exams and ad hoc requests such as rooms for review sessions and guest speakers within GPCs.
- Scheduling semester long assignments within Special Use GPCs. Ad hoc requests must be directed to TLT.
- Assigning courses to unscheduled space.
- Determining and designating appropriate usages for GPCs.
- Redirect reports of facility problems to the Academic Facilities Manager.
- Take requests for GPC use from non-Stony Brook users and pass these requests with contact information onto TLT for processing.

TLT is responsible for:

- The Learning Space budget.
- Classroom concept design.
- Overseeing rehabilitation (acting as the customer for facilities and other contractors).
- Scheduling ad hoc use of Special Use GPCs.
- Coordination of classroom closings for construction and repairs with the Registrar and facilities management.
- Computer, software, audio visual equipment installation and maintenance.
- Furniture (lecterns, student and instructor chairs, blackboards, garbage pails, handicapped furniture).
- Writing board maintenance and supply.
- Posting of signage.
- Security, access control and electronic signage.
- Window, wall (including acoustic treatment) and floor coverings.
- ADA infrastructure (lifts, handrails etc).
- Coordinating daily maintenance and custodial issues.
- Managing heating and cooling issues.

Questions regarding any of these issues should be directed to the Academic Facilities Manager at 2-9519.

FACULTY AND STAFF INPUT ON LEARNING SPACES

TLT is advised by the Learning Space Management committee regarding learning space issues.

The Learning Space Management committee (https://tlt.stonybrook.edu/LearningSpace) is charged with ensuring effective coordination of services across University offices responsible for various aspects of GPC and learning space support and providing informed advice to the provost’s office. The committee consists of the following:
• The Assistant Provost and Executive Director of TLT.
• The Director of Educational Technologies.
• The Academic Facilities Manager.
• The Coordinator of the Student Instructional Computing (SINC) sites and computer classrooms.
• A representative of the Registrar.
• Coordinator of large lecture hall scheduling in CAS.
• A representative of the Vice President for Facilities.
• A representative of the Vice President for Administration.

MODIFICATION OF THE GPC POOL

In order to protect and effectively manage the GPCs any of the following actions will be reviewed by the Learning Space Management Committee which will advise the Provost;

- Moving rooms in to, or out of, the pool of GPCs.
- Significant modifications to a GPC.
- Design of new or refurbished GPCs.

ENVIRONMENT

FOOD AND DRINK

All food and drink consumption is prohibited in GPC's with the exception of closable containers of water which may be consumed unless otherwise posted. Justifying documentation to override this policy for medical reasons should be submitted to the instructor or the person in charge of the session.

CLEANLINESS

Instructors should ask students to pick up newspapers, trash and debris and dispose of them in the provided recycling containers or trashcans at the end of each class period. Students and other occupants should be reminded of the no food and drink policy, as necessary. It is the instructor's responsibility to ensure that GPC seating and furniture is returned to its default configuration as indicated by the seating chart posted in each room at the conclusion of each class. Equipment must be returned to its storage location.

SIGNS

Class and safety related notices can be posted on approved bulletin boards within GPCs. No other signs or notices of any kind shall be posted or placed in the room. All signs or notices posted in the rooms will be removed daily. Under no circumstances should chalk or markers be used anywhere in a room except on approved boards. Persons who write on or attach notices to non-approved surfaces will be responsible for the cost of cleaning and/or repair.
SAFETY AND ENVIRONMENTAL ISSUES

Any safety or environmental issues should be reported to the Academic Facilities Manager at 2-9515 or emailed to afm@stonybrook.edu.

GPC AND COMPUTER CLASSROOM ACCESS

When classes are in session, University buildings that house GPCs will be opened no later than 7:30 AM and locked at 10:15 PM, Monday through Thursday and 7:30 to 4:00 pm on Fridays. If a building or GPC is locked during these times Monday through Friday or if environmental issues arise, this should be reported to the AV service counter at 632-9400 or the Academic Facilities Manager at 632-9519.

On weekends, GPC's are opened and locked based on the actual classes and activities scheduled through the Office of the Registrar. Please contact University Police at 2-3333 for access issues on weekends.

All special use GPCs will require card access for each scheduled instructor in the facility. Only TLT can authorize access to these facilities. Access to these rooms may be restricted to scheduled class times. A prox. card issued by Card Services (2-2737) and registered with TLT may be required to unlock these rooms. Instructors should test access to a scheduled room prior to its scheduled use.

INSTRUCTOR RESPONSIBILITIES

It is the responsibility of the instructors to;

- ensure that they are listed by the Registrar's office as official instructors in a course
- acquire and register their prox. cards with TLT
- schedule use of and access to special purpose GPCs as needed
- notify TLT for ad hoc and the Registrar's office for semester reservations if a room is no longer needed

SCHEDULING GPCS

GENERAL SCHEDULING

The Registrar's office has policies and procedures in place for general scheduling of GPCs which can be viewed at http://www.stonybrook.edu/registrar. GPC's will not be available for outreach or other non-class activities until all resident instruction classes are first scheduled. GPC's will not be held in reserve for possible conference use.

Non-Course Events: On a space available basis, departments may request a Registrar scheduled room for department meetings, seminars, colloquia, and department-sponsored activities for either weekly or specific dates by submitting requests via email to registrarschedulingstaff@notes.cc.sunysb.edu.
PRIORITY SCHEDULING

A number of GPCs with departmental priority have been designated by the Registrar’s Office for "priority" scheduling by special agreement. The academic college or department with priority scheduling will have first opportunity to schedule courses in these rooms as follows:

**Priority Scheduling Date:** The date when online scheduling begins for priority GPCs is available on the Office of the Registrar “Scheduling Documents” website.

**Credit-Bearing Classes:** Department staff can schedule credit-bearing classes into their priority assigned GPC provided the class size is at least 50% of the room capacity and the course is scheduled during a university legal time vector.

**Misuse of Priority GPCs:** Departments may not block schedule a priority GPC at any time to prevent scheduling by other users. If such block scheduling is done, the priority scheduling arrangement will be revoked.

**Changes in Priority Assignments:** Are arranged in consultation with the Registrar’s Office.

SCHEDULING STUDENT ACTIVITIES AND EVENTS IN CLASSROOMS

**Student organizations**

All student events and activities must be sponsored by a Recognized Student Organization registered at the Student Activities Center (http://studentaffairs.stonybrook.edu/sac/clubs/clubaccounts). Requests for use of GPC’s by student organizations will only be considered if the Student Activity Center (SAC) and Stony Brook Union cannot provide a facility. The organization must provide the Registrar’s Office with an Academic Room Request Form signed by student activities personnel confirming that they are not able to provide the organization with a facility for the event. Students can obtain the required form from the office of Student Activities.

**College and department sponsored student events**

Colleges and departments can schedule student events and activities which they sponsor directly with the Office of the Registrar. Colleges and departments are encouraged to use space within their control and facilities at the SAC /SB Union/Wang Center prior to scheduling GPC’s. The student event or activity must be appropriate for a GPC environment and will only be considered after course offerings for the specific semester have been scheduled.

**User ID, Costs and Budget**

All events scheduled by student organizations or by colleges and departments in GPC’s must have an instructor or staff member User ID and a budget number identified to reserve the room. This information must be provided at the time that the room is reserved. Costs for debris removal and damage will be charged to the budget assigned for the event. Student events may require additional costs as included in the Facility Rental section of this policy.
The Registrar may disallow any activities considered inappropriate for the GPC’s.

**FACULTY/STAFF, OUTREACH AND NON-CLASS ACTIVITIES IN CLASSROOMS**

The University sponsors and supports many activities, conferences, meetings, special events, community outreach and service programs beyond those associated with credit-bearing programs. GPC’s are available after credit-bearing programs have been accommodated, on a room available basis. Faculty/Staff events should first be scheduled in the Wang Center/SAC/Student Union if possible before a GPC is requested.

**Scheduling Criteria**

The following criteria are used to evaluate the need to schedule events in GPC’s;

- The program is a credit-bearing offering and is intended for Stony Brook undergraduate, graduate and non-traditional students.
- The desired space is not available or the program is too large to be accommodated at the Wang Center on the required dates or times.
- The program requires specialized laboratory or other space on campus to meet the instructional purposes of the program.
- The program goals include showcasing campus facilities, such as new buildings or laboratories.
- The program involves large numbers of youths and may be unsuitable for the Wang Center/SAC/Student Union.
- Program participants are being housed in dorms and must have walking access to program locations.

External groups may not use GPC space for the sole purpose of avoiding fees assessed at other more appropriate campus locations.

**PREPARATION ROOMS**

Preparation rooms and classroom storage areas are connected to some GPC’s and may be designed with seating for students, presentation space for the instructor and storage space to hold presentation materials including experimental setups and equipment for various disciplines.

**SCHEDULING**

Preparation rooms can only be scheduled in conjunction with the class meeting times. The rooms cannot be reserved or used separately from the class period. Preparation rooms are to be used only during the assigned class period or when the main room is not scheduled – not before or after for set-up or break down.

**PRESENTATION MATERIALS**
Anyone wishing to use the pre-room space will need to define one of the cabinets to house presentation materials and provide a lock to place through the handles of the cabinet. Lockers are assigned on a semester basis. Materials stored in the preparation rooms are the responsibility of the user. The University will not be liable for any lost or stolen items.

**MATERIAL SET-UP**

Presentation materials or experiments are to be locked away in the cabinet between class periods. Nothing is to be left on the counters or other work surfaces. Long-term set-ups will not be allowed. Rooms are to be left clean at the end of each class period.

**CHEMICALS**

*No chemicals* of any kind are to be stored in the Preparation Rooms.

**REMOVAL OF PRESENTATION MATERIALS**

All items, locks, presentation and experimental equipment, must be removed from the preparation rooms no later than the end of the semester. Any locks found on cabinets at the end of the semester will be cut and all items in the cabinet discarded with no recourse for recovery costs. Cutting and removal costs will be charged to the budget of the College or Department.

**PREPARATION ROOM ACCESS**

Where combination locks are employed to control access to preparation rooms, combinations will be emailed to registered instructors prior to the beginning of each semester. Where prox. cards are used to restrict access TLT will authorize registered instructors’ cards for access prior to the beginning of each semester. Problems with prox. card or combination access will be addressed by the AV service desk at 632-9400. The instructor name, class, scheduled times of use, and the type of activity related to the use of the preparation rooms will need to be provided.

**TECHNOLOGY USE, SUPPORT AND TRAINING**

Many of the GPC’s include technology, computing and audiovisual equipment that is available for use by instructors and maintained and upgraded by the University. This technology equipment is expensive and centrally managed for the benefit of instructors and students. For additional information on the classroom technology, room locations, available support services and orientation please visit the TLT web site at https://tlt.stonybrook.edu/Facilities/LearningSpaces.

**ORIENTATION**

Instructors are encouraged to request an orientation prior to the beginning of each semester for all GPC’s in which they intend to use installed technology. During the orientation instructors will be familiarized with the technology and control systems in the room so that they may use it to its fullest potential. Whenever possible, orientations will be done in the rooms in which the
Instructors are scheduled, allowing for hands-on training with the actual equipment that they will be using to aid and enhance instruction. Orientation services are available only to instructors and staff members, subject to room availability, and require 48 hours advance notice. Orientations will not be given during class time unless the instructor dismisses the class. Requests may be made on the TLT website (https://tlt.stonybrook.edu/Facilities/LearningSpaces) or by calling 632-9400.

**EQUIPMENT SECURITY**

Lectern and prep room lock combinations and card access is changed annually prior to the start of the fall semester. Upon request combinations are emailed to registered instructors. If access is needed contact the AV service Counter by email at classrooms@stonybrook.edu or by calling 632-9400. The lock combinations are for individual instructor access and are not to be shared with anyone.

**PRESENCE OF A TECHNICIAN**

A technician is available to assist with room setup between classes within the Javits Lecture Center. If a technician is required for a longer period or in other locations, charges may be assessed to the instructors department.

**DAMAGE TO EQUIPMENT**

Any repairs or replacements as a result of negligent or intentional damage to the GPC equipment or facility will be charged to the assigned instructor or staff member's department responsible for the class or event.

**COMPUTER CLASSROOMS AND SINC SITES**

Most Student Instructional Computing (SINC) sites can be reserved for classes. For exceptions, more details on each site and a list of their locations please visit https://tlt.stonybrook.edu/Facilities/ComputerLabs.

**SCHEDULING A SINC SITE AS A COMPUTER CLASSROOM**

*Instructors may not use a computer classroom without a reservation.* Computer classrooms require special scheduling considerations to allow for

- Staffing the site for open student access.
- Special setups and computer configuration including special requests for software (see section on software requests below).
- Access control management to protect valuable equipment.
Semester Reservations

Computer classrooms and labs are in high demand. Instructors should therefore only request a computer classroom for an entire semester if at least 70% of the classes will require use of a computer by all the students. Computer use is monitored and logged. If the computers are to be used less than 70% the ad hoc scheduling process should be used (see below). Computer classrooms are assigned for semesters on the following basis:

1. Number of computer seats required
2. Special equipment needs (e.g., multimedia equipment in the e-media SINC site)

Full semester classroom reservations will be granted for the semester only. Finals week or any other reservation requests require a separate ad hoc reservation (see below).

Effective Fall 2009 all requests for full semester use of a computer classroom should be submitted to the Registrar’s office.

Ad Hoc Reservations (single or occasional use)

Ad hoc reservations will only be scheduled after all pending full semester requests have been honored. Submitting requests at least 2 weeks (10 working days) prior to the date the computer lab will be needed for class(es) will significantly increase the chances that a lab will be available and give time for alternate arrangements if one is not. To ensure rapid processing and configuration of facilities all ad-hoc reservations must be made by completing the form at https://tlt.stonybrook.edu/Facilities/Classrooms/Pages/SelectingScheduling.aspx. All required fields on this form must be completed or the request may not be processed in a timely manner. This form requires confidential information including employee id number. Since this information should not be shared with others, TLT strongly recommends that only the instructor expected to use the room complete the form. The TLT SINC site coordinator can be contacted at 632-9608 or TLT@stonybrook.edu. No other office is authorized to schedule these facilities.

Cancellations

Room reservations should be cancelled as far in advance of the reservation as possible to enable other instructors or students to use the facility. Instructors who consistently reserve and do not use a computer classroom may be denied access.

INSTRUCTOR RESPONSIBILITIES

Students should not be left unattended in a SINC site during or after class time. When closing a SINC site all lights and equipment (especially the projectors) must be turned off. Hardware should never be modified. All posted SINC site polices must be followed. Please report any problems with the room or equipment to classrooms@stonybrook.edu or call the AV service desk at 632-7158.
To ensure that a software package can be installed on SINC computers the following must be determined:

- Does the software interfere with any already installed software that must be on the machines (this includes security holes)?
- Can it be installed within the current disk space?
- Will it work in a Windows / Mac multi-user guest environment?

TLT staff must also determine if the software licensing is adequate. The software is then built into an image that is installed on the computers.

If instructors need to have a particular software package installed in the SINC sites or computer classrooms so that it can be used in a class, the request and the software must therefore be submitted at least 30 days prior to the start of the semester. Please complete the form at https://tlt.stonybrook.edu/Facilities/ComputerLabs/. The software should be delivered to the TLT office at S1464 Melville Library.

**CDs and DVDs**

CDs and DVDs that come with textbooks etc that are used in a course should also be tested for compatibility with SINC computers. Programs that are run from CD or Disk must be included in our Run List for them to operate even if they do not require installation. Please include such programs in your request.

**RENTAL OF FACILITIES**

There are no charges associated with the use of GPC’s for credit-bearing courses activities run by the university. For non-credit-bearing events charges may accrue depending on the activity and the GPC scheduled. In addition, permits and insurance are required. Permits must be arranged through the Stony Brook unit that is sponsoring the event. TLT is responsible for coordinating all paperwork, support staff, facility preparation and billing for rental of GPC facilities. The revenue will be used by TLT to recover costs, reimburse other units for expenses, maintain and improve facilities.

Following are examples of additional costs that may apply. These services should be requested at the time the room is scheduled. Rates for all services and room use can be found on the TLT website at https://tlt.stonybrook.edu/Facilities/UsePolicy

**ROOM USE AND SETUP FEES**

All activities outside the normal class schedule may be charged custodial and facilities management costs. All non university users will be charged room and equipment fees. An hourly fee will be billed to groups using facilities off schedule or, when appropriate, using specially equipped
facilities. For some events and special activities, there may be costs for equipment set-up, furniture movement, special needs or temporary installations. Please visit https://tlt.stonybrook.edu/Facilities/UsePolicy or contact the Academic Facilities Manager at afm@stonybrook.edu for information, scheduling and costs on specific requests.

MEDIA & TECHNOLOGY SUPPORT SERVICES

Charges are possible for technicians, equipment, and supplies in accordance with the approved schedule of charges. Please call 632-9400 for further information or to schedule a technician.

NETWORK ACCESS ACCOUNTS

Stony Brook Network IDs (NetIds) are required to authenticate on any network, whether wireless or through a network jack. Should you need network access for non-Stony Brook employees/students please send a spreadsheet with requested usernames and passwords to telnet@notes.cc.stonybrook.edu at least 48 hours prior to the event. There is no charge for this service.

SPECIALIZED SOFTWARE

Charges are possible for non-credit bearing student or outreach events to provide specialized computer software. A six-week lead-time is necessary for testing and installation. For further information please visit https://tlt.stonybrook.edu/Facilities/ComputerLabs/Pages/SINCSoftwareRequest.aspx.

UNIVERSITY POLICE

Charges may be incurred for the attendance of a police officer if an event requires security, particularly in large auditoriums for non-credit-bearing or student activities. For further information contact the Office of the Registrar or Conferences & Special events at 632-6140.

DAMAGES AND CLEANING COSTS

The unit or individual scheduling use of the room will be responsible and will receive direct billing for the assessment and repair of any damage or negligent or intentional damage attributed to room use, as well as janitorial and maintenance costs attributed to unauthorized food and drink use in GPCs.

REPORT OF DAMAGES

If a GPC is unclean or furniture and equipment is not operating correctly or appears damaged the AV service desk at 632-9400 should be contacted immediately.
Affiliate and non-university organizations and individuals will be charged a room fee (based on the size of the room), a technology fee (if equipment is used) and when appropriate, custodial and facilities management costs (the student or professional to open the room, inspect and secure). For more details please refer to the Facilities Rental section of this policy.

**POLICY EFFECTIVE DATES AND REVISIONS**

**INITIAL DATES**

Effective Date: March 24th 2009

Date Approved: March 24th 2009

Date Published:

**REVISION HISTORY (AND EFFECTIVE DATES)**