
STONY BROOK UNIVERSITY LEARNING SPACE POLICY AND PROCEDURES

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POLICY RATIONAL

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

26

POLICY SCOPE AND AUTHORITY

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

30

DEFINITIONS

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

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

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

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

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

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

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

55 **Department exclusive classrooms** are owned, equipped and maintained by the respective
56 department. These rooms are not available for scheduling by the Registrar's office.

57

GPC OWNERSHIP & MANAGEMENT

58 GPC's, with the exception of SINC sites, are owned by the Provost's office, scheduled by the
59 Registrar and managed by TLT.

60 Registrar is responsible for:

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

70 TLT is responsible for:

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

87 Questions regarding any of these issues should be directed to the Academic Facilities Manager at 2-
88 9519.

89 FACULTY AND STAFF INPUT ON LEARNING SPACES

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

91 The Learning Space Management committee (<https://tlt.stonybrook.edu/LearningSpace>) is
92 charged with ensuring effective coordination of services across University offices responsible
93 for various aspects of GPC and learning space support and providing informed advice to the
94 provost's office. The committee consists of the following;

- 95 • The Assistant Provost and Executive Director of TLT.
- 96 • The Director of Educational Technologies.
- 97 • The Academic Facilities Manager.
- 98 • The Coordinator of the Student Instructional Computing (SINC) sites and computer
- 99 classrooms.
- 100 • A representative of the Registrar.
- 101 • Coordinator of large lecture hall scheduling in CAS.
- 102 • A representative of the Vice President for Facilities.
- 103 • A representative of the Vice President for Administration.

104 MODIFICATION OF THE GPC POOL

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

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

110 ENVIRONMENT

111 FOOD AND DRINK

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

116 CLEANLINESS

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

123 SIGNS

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

129 SAFETY AND ENVIRONMENTAL ISSUES

130 Any safety or environmental issues should be reported to the Academic Facilities Manager at 2-
131 9515 or emailed to afm@stonybrook.edu

132 GPC AND COMPUTER CLASSROOM ACCESS

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

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

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

145 INSTRUCTOR RESPONSIBILITIES

146 It is the responsibility of the instructors to;

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

152 SCHEDULING GPCS

153 GENERAL SCHEDULING

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

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

162 PRIORITY SCHEDULING

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

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

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

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

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

175 SCHEDULING STUDENT ACTIVITIES AND EVENTS IN CLASSROOMS

176 Student organizations

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

185 College and department sponsored student events

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

191 User ID, Costs and Budget

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

197 **Inappropriate Uses**

198 The Registrar may disallow any activities considered inappropriate for the GPC's.

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

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

205 **Scheduling Criteria**

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

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

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

221 **PREPARATION ROOMS**

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

225 **SCHEDULING**

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

230 **PRESENTATION MATERIALS**

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

235 MATERIAL SET-UP

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

239 CHEMICALS

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

241 REMOVAL OF PRESENTATION MATERIALS

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

246 PREPARATION ROOM ACCESS

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

253 TECHNOLOGY USE, SUPPORT AND TRAINING

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

259 ORIENTATION

260 Instructors are encouraged to request an orientation prior to the beginning of each semester for all
261 GPC's in which they intend to use installed technology. During the orientation instructors will be
262 familiarized with the technology and control systems in the room so that they may use it to its
263 fullest potential. Whenever possible, orientations will be done in the rooms in which the

264 instructors are scheduled, allowing for hands-on training with the actual equipment that they will
265 be using to aid and enhance instruction. Orientation services are available only to instructors and
266 staff members, subject to room availability, and require 48 hours advance notice. Orientations will
267 not be given during class time unless the instructor dismisses the class. Requests may be made on
268 the TLT web site (<https://tlt.stonybrook.edu/Facilities/LearningSpaces>) or by calling 632-9400.

269 EQUIPMENT SECURITY

270 Lectern and prep room lock combinations and card access is changed annually prior to the start of
271 the fall semester. Upon request combinations are emailed to registered instructors. If access is
272 needed contact the AV service Counter by email at classrooms@stonybrook.edu or by calling 632-
273 9400. The lock combinations are for individual instructor access and are not to be shared with
274 anyone.

275 PRESENCE OF A TECHNICIAN

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

279 DAMAGE TO EQUIPMENT

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

283 COMPUTER CLASSROOMS AND SINC SITES

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

287 SCHEDULING A SINC SITE AS A COMPUTER CLASSROOM

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

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

294 **Semester Reservations**

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

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

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

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

306 **Ad Hoc Reservations** (single or occasional use)

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

318 **Cancellations**

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

322 **INSTRUCTOR RESPONSIBILITIES**

323 Students should not be left unattended in a SINC site during or after class time. When closing a
324 SINC site all lights and equipment (especially the projectors) must be turned off. Hardware should
325 never be modified. All posted SINC site policies must be followed. Please report any problems with
326 the room or equipment to classrooms@stonybrook.edu or call the AV service desk at 632-7158.

327 INSTALLATION OF SOFTWARE

328 To ensure that a software package can be installed on SINC computers the following must be
329 determined:

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

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

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

341 **CDs and DVDs**

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

346 RENTAL OF FACILITIES

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

354 Following are examples of additional costs that may apply. These services should be requested at
355 the time the room is scheduled. Rates for all services and room use can be found on the TLT web
356 site at <https://tlt.stonybrook.edu/Facilites/UsePolicy>

357 ROOM USE AND SETUP FEES

358 All activities outside the normal class schedule may be charged custodial and facilities management
359 costs. All non university users will be charged room and equipment fees. An hourly fee will be
360 billed to groups using facilities off schedule or, when appropriate, using specially equipped

361 facilities. For some events and special activities, there may be costs for equipment set-up, furniture
362 movement, special needs or temporary installations. Please visit
363 <https://tl.t.stonybrook.edu/Facilities/UsePolicy> or contact the Academic Facilities Manager at
364 afm@stonybrook.edu for information, scheduling and costs on specific requests.

365 MEDIA & TECHNOLOGY SUPPORT SERVICES

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

368 NETWORK ACCESS ACCOUNTS

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

374 SPECIALIZED SOFTWARE

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

379 UNIVERSITY POLICE

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

383 DAMAGES AND CLEANING COSTS

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

388 REPORT OF DAMAGES

389 If a GPC is unclean or furniture and equipment is not operating correctly or appears damaged the
390 AV service desk at 632-9400 should be contacted immediately.

391 **AFFILIATE AND NON UNIVERSITY USE OF FACILITIES**

392 Affiliate and non-university organizations and individuals will be charged a room fee (based on the
393 size of the room), a technology fee (if equipment is used) and when appropriate, custodial and
394 facilities management costs (the student or professional to open the room, inspect and secure). For
395 more details please refer to the Facilities Rental section of this policy.

396 **POLICY EFFECTIVE DATES AND REVISIONS**

397 **INITIAL DATES**

398 Effective Date: March 24th 2009

399 Date Approved: March 24th 2009

400 Date Published:

401 **REVISION HISTORY (AND EFFECTIVE DATES)**
