Health Sciences Coordinators Meeting

Welcome!
Introduction

Instructional Support-Health Sciences Room Reservations (HSRR)

- Office
  - South Campus Center (SCC) room 335

- Phone
  - 206-543-0530

- Email
  - hsbrooms@uw.edu
  - changes@uw.edu

- RoomQ (online room request system):
  - http://depts.washington.edu/hsrr/roomq/

- Services
  - Basic AV/event support for SCC
  - Equipment Rentals
  - Special Event Containers
  - Building Management for SCC
  - Exterior door locks/unlocks
  - Lost & Found
  - Room Reservations in HSB, Foege-S, and SCC
  - Course Scheduling for Health Sciences
Room reservations @ HSB & SCC

- List of rooms we can reserve for your event:
  - [http://depts.washington.edu/hsrr/matrix](http://depts.washington.edu/hsrr/matrix)

- Use roomQ to reserve a space for your course breakout or non-course event
  - [http://depts.washington.edu/hsrr/roomq](http://depts.washington.edu/hsrr/roomq)
  - Examples of course breakouts: Office hours, study sessions, midterm exams in a different space, poster events in special event spaces, class-time extensions, etc.

- If you need a room within the next 48 hours, call our office for immediate assistance.
Room Reservations @ HSB & SCC

- Availability checker tool: shows how likely or unlikely that at least one room is available that meets your criteria

- RoomQ Training Sessions: contact our office to schedule a small group or one-on-one training

- Send any roomQ feedback, questions, or concerns to hsbrooms@uw.edu.
Instructional Support - Classroom Services

- Contact Information
  - 206-543-6729
  - hsbav@uw.edu
  - T291A

- CRS Website >
  https://depts.washington.edu/hsasf/instructional-support/crs/
  - Pricing guide
  - CRS policies
  - Online Reporting Form for room issues/AV issues
  - Forms for requesting course casting and HSB Video Conferencing Studio
  - Coming Soon:
    - Basic AV instructions, tutorials
    - Pictures of our equipment
    - Detailed locker information for Health Sciences students
Instructional Support - Classroom Services

- Services for the Health Sciences Building, Foege Buildings, and UWMC
- AV & event support
  - Only for rooms listed on the room matrix
- Equipment rentals
  - Laptops, laser pointers, catering tables, etc.
  - For students > Student Technology Fee, STF (I146, 543-3465)
- Special event containers
- Course casting services
- Laundry delivery & pickup for labs and clinics
- Locker Assignments for HS schools
- Classroom/lab key checkout
  - For office and all other keys > Building Management (T283, 685-0143)
- HSB Video Conferencing Studio
- Feedback
Course Scheduling

- General overview
  - The scheduling process is completely new each quarter.
  
  - Scheduling priority is given to courses that do not make changes to meeting days and times.
  
  - Room assignments may be different from previous years to accommodate more courses using our spaces.
Course Scheduling

- Things to keep in mind:
  - AUT 2015 TS Construction closes this Friday, January 30th
  - Check the TS Construction now to eliminate repeated change requests
  - After the TS Construction closes, changes that are requested through our office may not carry over to the following year’s TS Construction.

http://depts.washington.edu/registra/staffFaculty/calendars/tscal1415.php
Errors that Effect Scheduling

- Small errors in the TS Construction can significantly impact scheduling
  - Wrong start & end dates under General Attributes section
    - If course meets all 10 weeks, leave fields blank
    - Do not include dates that fall outside of the normal quarter (i.e. the first day of instruction to the last day of instruction)
      - Final week is scheduled separately.
      - If rooms are needed during break weeks, request them through roomQ.

![](GENERAL_ATTRIBUTES.png)

PLEASE DOUBLE CHECK THE CONSTRUCTION!
Errors that Effect Scheduling

- Incorrect expected enrollment

Overestimating enrollment may lead to no room assignment.

If using the combined controlling limit, the value must match the total listed above.

PLEASE DOUBLE CHECK THE CONSTRUCTION!
Errors that Effect Scheduling

- Non-general assignment classroom vs. general assignment classroom
  - Select “non-general” if you do not need a HSRR room assignment
  - If “non-general” room is TBA, select “*” in building field. This cannot be blank.

### MEETINGS

<table>
<thead>
<tr>
<th>Type</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Location**

- Non-general assignment classroom
- General assignment classroom

**building**

- No preference
- No preference
- No preference

**room**

- No preference
- No preference
- No preference

### TRAIN 100 F

- **BB-wing= HSB**
- **CC-wing= UMC**
- **RR-wing= HSR**
- **A-wing= HSA**
- **B-wing= HSA**
- **C-wing= HSA**
- **D-wing= HSD**
- **E-wing= HSE**
- **F-wing= HSD**
- **G-wing= HSD**

**H-wing= HSH**

**I-wing= HSI**

**J-wing= HSJ**

**K-wing= HSK**

**T-wing= HST**

**SCC= SOCC**

**Foege N= BIOE**

**Foege S= GNOM**

**TBA = ***

Include wing if your non-general classroom is in the Health Sciences or Foege buildings.

Examples: UMC CC888, HSD F456, BIOE N245A

PLEASE DOUBLE CHECK THE CONSTRUCTION!
Errors that Effect Scheduling

- Requesting an upper campus room

<table>
<thead>
<tr>
<th><strong>MEETINGS</strong></th>
<th><strong>TRAIN 100 F</strong></th>
<th><strong>SCRUM MASTER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Days</td>
<td>Start Time</td>
</tr>
<tr>
<td>Lecture</td>
<td>* M T W Th F S</td>
<td>arranged</td>
</tr>
<tr>
<td>Location</td>
<td>General assignment classroom</td>
<td>Building</td>
</tr>
</tbody>
</table>

Do not use

LESS IS MORE!

Only select highlighted items!

PLEASE DOUBLE CHECK THE CONSTRUCTION!
Errors that Effect Scheduling

- Selecting desired room features that our rooms do not have.
  - You must choose features followed by “HSB” or else no room will be assigned

LESS IS MORE!

PLEASE DOUBLE CHECK THE CONSTRUCTION!
Errors that Effect Scheduling

- Mismatching joint course information

Joint/withered courses must have matching meeting days and times. Otherwise, no room will be assigned.

PLEASE DOUBLE CHECK THE CONSTRUCTION!
Course Scheduling: Important Notes

- Dead period does not apply to Health Sciences.
- “Prime Time Policy” also does not apply to Health Sciences.
- Please inform our office of any course changes especially if these changes will affect the room assignment.

http://depts.washington.edu/registra/staffFaculty/calendars/tscal1415.php
Course Scheduling: Changes

- Any course changes after the TS Construction closes will need to be requested through the appropriate office.
  - Upper Campus room: times@uw.edu
  - Health Sciences room: changes@uw.edu
- If your course has an upper campus room assignment and a Health Sciences room assignment, please copy both upper campus and changes on your request.

Course changes **cannot** be done over the phone.
Course Scheduling: Changes

- Add/drop/change forms
- Use these forms for courses meeting in Health Sciences rooms
- Course changes can also be requested by sending a message to changes@uw.edu

http://depts.washington.edu/hsrr/schedule
Course Scheduling: Changes

- Appropriate changes to request through HSRR
  - Adding a new course
  - Joint courses (TS constructions must match)
  - Changes that affect meeting days, times, room, and/or increasing enrollment over the assigned room capacity
  - Releasing HSRR-controlled room and/or using own departmental (non-general assignment) space
  - Time Masks, Institution Numbers, Self-Sustaining
  - Grading (standard, CR/NC)
    - past 2 weeks contact Matthew Winslow, Office of the Registrar, mwinslow@uw.edu
Course Scheduling: Changes

- Immediate changes that you can make
  - Time Schedule Update System
    (https://sdb.admin.washington.edu/depttools/securID/tsupdate.asp)
    - Lowering enrollment
    - Editing/Add comments
      - Please do not delete comments regarding room assignments
    - Generating Entry Codes
    - Changing Enrollment Requirements & Exclusions
  - Student Database (SDB)
    - Adding instructors
      - F231 page
        - Instructors ID#
        - TS= Y (this controls whether instructor is viewable on the online Time Schedule)
        - % involvement
Course Scheduling: Changes

- Changes period occurs as soon as the TS Update becomes viewable and is about 4 days long
  - Look out for email from our office.
- Check courses during “changes period”
- After deadline, non-course pending scheduling begins.

![Time Schedule Production Calendar 2015-2016](http://depts.washington.edu/registra/staffFaculty/calendars/tscal1415.php)
DOOR UNLOCKS for after-hours courses

- Building/exterior door unlocks are required for after-hours courses/events
  - **HSB Building hours**: [http://depts.washington.edu/hsrr/support/event-support-at-the-health-sciences](http://depts.washington.edu/hsrr/support/event-support-at-the-health-sciences)
  - **SCC Building hours**: [http://depts.washington.edu/hsrr/support/event-support-at-scc](http://depts.washington.edu/hsrr/support/event-support-at-scc)

- Exterior door unlocks for weekly course meetings on the Time Schedule are requested from Building Management at hsbuild@uw.edu
  - Which doors you’d like unlocked
  - Specific dates you need door unlocks (if your course meets weekly, you may provide the day of the week, start date, and end date).
  - Times you need the doors unlocked
  - Contact information
  - Which room your course is in
  - Course number

- If students have HSB access cards, then exterior door unlocks are unnecessary.
Course Scheduling: Finals Week

- Finals are scheduled differently in Health Sciences than from upper campus.
- Request forms are sent out the 2nd week of the quarter.
  - Except SUM quarter – no finals week.
- Any courses that need rooms during finals week will need to be included on the finals request forms.
- If you do not submit a finals request form, your courses will NOT have a room assignment for finals week.
- On the TS Construction, check the box → Allows for better room availability when scheduling courses.
  - Upper campus Time Schedule Office uses this feature, but we don’t in HSRR.
- If you’d like to put final exam information on the Time Schedule for your students to see, do so in the comments section.
  - “This course will have a final exam. Date, time, room TBD.”
Course Scheduling

- Please inform us of any curriculum changes. We will not know about these changes unless contacted by the coordinators.

- Special needs for courses
  - Send an email to changes@uw.edu and include details for upcoming quarters.
  - No guarantees, although we try our best to meet all requests.
  - Special needs for WIN 2015? Send your email by Friday, 2/20/15.
Questions about course scheduling?
Important Updates

¬ HSB:
  ¬ Installed LCD projectors in T641, T480, BB1404, and BB1602
  ¬ New podium, data projector, and PA system in A420
  ¬ Upgrades are taking place in T498 and E216, including paint and furniture.
  ¬ Overhead (transparency) slide projectors have been removed from general assignment classrooms in both HSB and SCC.

¬ SCC:
  ¬ New café on the 2nd floor offering espresso, snacks, pizza, paninis and more!
  ¬ New whiteboards have been installed in various study spaces. Also, new study furniture is now in the Portage Bay Area.
  ¬ Don’t forget to let your students know we have a variety of study spaces available to them!
T-235 HSB Video Conference Studio

- Regular Operational Hours:
  - 8:00am – 5:00pm
  - After hours, if availability allows
- Reserve Studio from CRS website:
  - https://depts.washington.edu/hsasf/instructional-support/crs/
- Groups may provide their own technician for a lower rate
- Technician (CRS or Other) is required

<table>
<thead>
<tr>
<th></th>
<th>Price/Hour With CRS Technician</th>
<th>Price/Hour Without CRS Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Courses</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>UW Related Groups</td>
<td>$85</td>
<td>$40</td>
</tr>
<tr>
<td>Non UW Groups</td>
<td>$110</td>
<td>$50</td>
</tr>
</tbody>
</table>
Feedback

Feedback section on HSRR Website

http://depts.washington.edu/hsrr/contact/submit-feedback
Useful Contacts

- Classroom Services (CRS)- HSB, Foege, UWMC
  - AV support, equipment rental, special event containers
  - Contact
    - hsbav@uw.edu
    - 206-543-6729
    - HSB T-291 A
    - [https://depts.washington.edu/hsasf/instructional-support/crs/](https://depts.washington.edu/hsasf/instructional-support/crs/)

- Time Schedule Office (upper campus)
  - “Upper campus” courses and room assignments
  - Contact
    - times@uw.edu
    - 206-685-0540
Additional Questions?

- Feel free to contact us at anytime—call, email, or stop by SCC 335.

- We can also meet one-on-one to discuss any course/non-course scheduling needs.

- Slides will be emailed to all course coordinators.