Policy: Technology Scheduling & Use

Applicability: All Scheduled Activities

Who is affected: Students, Faculty, Staff and Administrators

Effective Date: March 15,2012

Last Revision: February 29, 2012

Initiated By: Office of Academic Affairs

Responsibility: Associate Dean for Academic Affairs

Background

The Office of Academic Affairs provides scheduling coordination for Audio Visual and Educational Technology resources at the School. This involves managing the hardware, software, human resource and logistical limitations that are intrinsic to the reliable application of technology to the many courses and event that go on within the school.

The school currently schedules the use of the following technology:

- Audience Response
- Mediasite
- Video Conferences
- Web Conferencing

The scheduling of space and technology for a requested class or event may be limited by the availability of:

- technical personnel (at UMB or USG)
    - including time need to schedule technicians
- room and meeting spaces (at UMB or USG)
    - including time needed for confirmation of room reservations at USG
- students (at UMB or USG)
    - including time to investigate possible schedule conflicts
- technology (at UMB or USG)
    - including time to arrange non-routine aspect of a request
    - maintenance

Technology restrictions may be the result of the functional limits of:

- Hardware
- Software

- Simultaneous uses permitted by licenses
- Trained personnel availability for advanced testing and set-up
    - Including coordination with technical personnel at remote sites

More detailed information is available in the **Basic Tenets of Academic Scheduling available at:**

http://www.pharmacy.umaryland.edu/schedulingtenets

Policy

Technology is a critical component of the school's academic programs without which we cannot fulfill our mission. We therefore direct support to the following activities to ensure they are robustly available:

- Academic Programs
    - PharmD
    - Graduate programs
    - Residency Program
    - Administrative meetings supporting student progression in these programs including; Class, Experiential and Registration meetings; together with Thesis Committee Meetings
- Student Organization Meetings/Events
- Faculty Assembly
- Town Hall Meetings / State of the School / Special events requested by the Dean

Events and meetings that fall outside of this scope will not be routinely supported with by Audio Visual and Educational Technology resources. Requestors will be notified by e-mail that support was initially declined, but be advised that they may submit an appeal to schedulingexception@rx.umaryland.edu.

Exception requests will be reviewed by the dean, all associate deans and senior technical staff. Within three working days this group will advise the dean of their recommendation, which if accepted, will be relayed to the requestor.

Reference Links

School of Pharmacy Basic Tenets of Academic Scheduling
http://www.pharmacy.umaryland.edu/schedulingtenets