

**Health Science Education Center**  
**Scheduling Protocols**  
**AHC Classroom Services**  
Approved 10/22/18

**Protocol for determining scheduling priority:**

**1. AHC For-Credit Courses (set up in PeopleSoft/CCS)**

- a. AHC Active Learning Courses\*
- b. AHC Courses with special technology needs\*\*
- c. AHC Core/elective courses
  - i. IPE Courses

**2. AHC Course-related Activities**

*(e.g., Extended course time, unique testing, small groups, review sessions, IPE activities, mandatory academic program related meetings)*

**3. AHC Education/Development**

*(e.g., grand rounds, seminars, conferences, training and workshops)*

**4. AHC School Administrative Events**

*(e.g., department meetings, school class meetings, other admin functions)*

**5. AHC Extracurricular, Student and Outreach Programs**

*(e.g., AHC student registered groups, CHIP/CLARION, training, communications, and recruitment)*

**6. AHC Continuing Education**

*(e.g., Dental Continuing Ed)*

**7. Non-AHC University Programs**

*(e.g., registered student organizations, graduate school programs, faculty development)*

**8. UMP/Fairview**

*(e.g., meetings, training, special events)*

**9. Rental agreements**

*(e.g., co-sponsored or non-University groups)*

\* Programs identify which courses/sessions utilize active learning spaces

\*\* Includes Teleconferencing, Mediasite, WebEx, other streaming/capture technology

**Additional decisions**

Faculty development/CEI requested to formulate criteria on active learning design for programs to use for prioritizing classroom requests