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