# MISSION COLLEGE ROOM SCHEDULING-PROCEDURES

**Priorities for Room Reservation, Changes and Special Events will be based on the following criteria:**

- **Special need for faculty**
- **Technology need, e.g. specialized software and or hardware, or special equipment**
- **Class size, section cap, historical and projected trend in enrollment**
- **Pedagogy Need, e.g. departments have materials in those rooms**
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**Requests for non-instruction use (department meetings and committee meetings, for example) go via e-mail to Patty Egusa at the office of instruction. Please use the [Facility Event/Room Reservation form](#) and give 48 hour notice. [patty.egusa@wvm.edu](mailto:patty.egusa@wvm.edu) For special rooms, see #10 below.**

## Instructional Room Reservations

Most rooms are automatically assigned via the rolled-over schedule from the earlier semester. In order to reduce confusion at the start of a semester, requests for changes should, if possible, be made while the schedule is being built, rather than when classes start.

*Faculty*

Faculty make requests for academic classrooms by e-mail through their department chair with a copy to the division chair. The department chair emails requests to the SOC currently assigned to do room scheduling, Thuy Foot, at [thuy.foot@wvm.edu](mailto:thuy.foot@wvm.edu). Thuy schedules academic assignments: instructional classes, face-to-face meetings of on-line classes (orientation meetings, midterms, exams, etc.), tests, etc.

*Staff*

Staff must use the [Facility Event/Room Reservation form](#) to request to schedule meeting rooms and classrooms for assessment tests, special events and other non-academic scheduling. The form should be sent to Patty Egusa [patty.egusa@wvm.edu](mailto:patty.egusa@wvm.edu)

## Room Reservation Procedures

*General Guideline:* **ALL** *requests must be made via e-mail.* **NO** *telephone or drop-in requests!*

We now have software called [Ad Astra](#) to manage rooms. If you are looking for a particular kind of room, or want to know more about the room you are to use, you can look in Ad Astra. Actual scheduling, however, is still done by Thuy Foot, the SOC whose assignment includes primary room scheduling,.

To schedule a room, please follow these procedures:

1. All requests must be made via email. *Telephone or verbal requests are not acceptable.*

2. All instructional room requests must first be sent to the department chair with a copy to the division chair. The department chair will approve and forward the request to Thuy Foot: [thuy.foot@wvm.edu](mailto:thuy.foot@wvm.edu) Please include the name of the class or event and an estimate of how many will attend.

3. Recognized Mission College classes and special events shall have priority on spaces at the college and will be processed on a first-come, first-served basis.

4. Whenever possible, rooms with special equipment, such as those with smart boards or lecture capture, shall be assigned to those faculty members who express an interest in using the special equipment. Those faculty members should make the request through their department chair.

5. Classes that meet on weekdays at Mission College are scheduled according to the scheduling grid. Exceptions will be given for extraordinary circumstances that are clearly justified by educational needs. These exceptions must be approved by the Office of Instruction.

6. Requests for all non-academic or special events that require other services (custodial, equipment/technology assistance, parking assistance, etc.) must be made via the [Facility Event/Room Reservation form](). This form should be submitted to the appropriate office (see below) a minimum of 2 weeks prior to an event if at all possible. The form must be completely filled out for the request to be processed and confirmed. Any form submitted without the complete information will be returned to the individual making the room reservation request, delaying the event reservation.

7. Any night/early morning/weekend reservations that require custodial or technological assistance must be made two weeks prior to the start time of the event to assure that staff can accommodate the request.

8. Scheduling of non-academic events will be done on the basis of classroom availability. A confirmation of the room assignment will be given by email within 72 hours.

9. At the start of each semester, while the academic schedule is being built, room scheduling for activities from outside the Office of Instruction are not allowed without a go ahead from the SOC whose assignment includes primary room scheduling.

**Room Changes**

If an instructor has more students than the room is allowed to accommodate, or needs a room with special equipment, he or she should notify the department chair (copying the division chair). The department chair will look first within the department for a class that could fit into the too-small room, or that has the required equipment. If a change cannot be handled within the department, the request should go to the division chair, and if necessary, the dean and then the VP of Instruction.

In the event a small group has been assigned to a space large enough to accommodate a larger group that needs space, the scheduler at the college may move the meeting or event only if other suitable space is available for the group being asked to move. The person in charge of the event will be given at least 24 hour notice if at all possible. Similarly, if a group has been assigned a space with equipment needed by another group, the first group can only be moved if suitable space is available.

Requests for changes for other reasons should also go through the department chair with copy to the division chair.

We ask that the scheduler be notified at least 24 hours prior to the start of your meeting if you need to cancel or change your meeting set-up. Future reservations may be in jeopardy.

10. A few spaces are reserved in other ways:

**President's Conference Room** (Reserve through Outlook Calendar)
MC Conf. Room MB SE3104 Pres Conf Rm
Room Manager Linda Angelotti, [linda.angelotti@wvm.edu](mailto:linda.angelotti@wvm.edu), 408-855-5123

**Telecommunication Building** (Reserve through Outlook Calendar)
MC Conf. Room TAV 124;
MC Conf. Hall TAV 130
MC Conf. TV Studio TAV 140;
Room Manager, Greg Shaw, gregory.shaw@wvm.edu 408-855-5132

**Community Ed Conference Room**   (Reserve through Outlook Calendar)
MC Conf. Room MB S1-305 Comm Ed
Room Manager:  Zita Melton, zita.melton@wvm.edu  408-855-5112

**STEM Learning Center Conference Room** (Reserve through Outlook Calendar)
MC Conf. Room SCI-131 STEM Learning Center
Room Manager, Jessica Shillings-Barrera, jessica.shilling@wvm.edu, 408-855-5261

**Campus Center:**
Not currently on Outlook Calendar—to reserve contact Liz Pelayo, liz.pelayo@wvm.edu 408-855-5406

**Scheduling Events**

**Facilities Rental:**  Elena Steede at elena.steede@wvm.edu – 408-855-5230
**Student Services & Athletics Fundraising**:  Debbie Speciale at debbie.speciale@wvm.edu- 408-855-5197
**Instructional and departmental related event:**  Patty Egusa at patty.egusa@wvm.edu

*Every attempt will be made to fulfill the type of facility, date and time requested. However, the college has very limited classroom space and it may not be possible to meet all requests*.