TITLE: RESOURCE CALENDARS

POLICY: Resource calendars for the teleconference and Polycom systems are maintained to facilitate meeting scheduling.

RATIONALE: The teleconference and Polycom calendars provide information about scheduled meetings, classes, and other events that utilize the teleconference and/or Polycom systems. Early planning can help reduce scheduling conflicts, allow faculty and staff the opportunity to arrange their schedules, and limit the use of more costly forms of communication. The academic and organizational needs of the College are dynamic and require continuous modification. To this end, the teleconference calendar (+NursingTC) and Polycom calendar (+Polycom) are maintained using Microsoft Outlook, which can be readily accessed by all faculty and staff and easily updated.

PROCEDURE:

1. In late May or early August, faculty and staff are to contact the Information Technology Coordinator requesting all weekly, biweekly, and monthly meeting dates and times for the upcoming year and/or the preferred meeting sequence (i.e., from 8:30 a.m. to 10:30 a.m. the first Monday of every month) to begin the process of developing the teleconference and Polycom schedules.

2. Ad hoc meeting requests are submitted to the Information Technology Coordinator for scheduling via a web-based request form.

3. The Information Technology Coordinator is responsible for assigning a teleconference number (when applicable) and reserving any necessary rooms. Polycom will be used for meetings whenever possible in order to save on long-distance telephone charges.

4. Meeting requests will be scheduled on a first-come first-served basis. If conflicts arise with regard to a preferred meeting schedule, the individuals involved in requesting the common meeting time will be asked to resolve the scheduling conflict.

5. The +NursingTC and +Polycom calendars can be viewed by all CON faculty and staff. Additions, changes, or deletions will be made only by the Information Technology Coordinator.

Reviewed/Approved by:

Level I: Executive Council (September, 2006)
Level II: Faculty Organization President (September, 2006)