

Scheduling Teaching and Lab Space in Entomology

CONFERENCE ROOM SCHEDULING

The Front Desk is in charge of scheduling the large and small conference rooms in the Entomology building. With the exception of faculty meetings, the conference rooms are booked on a quarter-by-quarter basis. Priority for conference room space is as follows:

1. The large conference room will be scheduled for faculty meetings potentially every Friday 1:30-5:00pm (usually 1:30-3:30). The schedule will be enforced from September 1st through June 15th. If you require the large conference room, check to see if a faculty meeting is scheduled. If not, it is first come, first serve on a week-by-week basis (no multiple week scheduling for this day and time).
2. All other scheduling of both large and small conference rooms will be done on a quarter-by-quarter basis. This includes seminars, lab meetings, future courses, etc. **No multi-quarter scheduling will be allowed.**
3. Priority if scheduling will be for departmental business in the following order: standing committees > Entomology 201,202,203 > seminars > exams & defenses > lab meetings > other.
4. Request to schedule classes in these rooms will be considered only after department groups and members have made their arrangements as above. Feel free to negotiate with one another.
5. Requests from those outside the department will be considered only after a consideration of all of the above and must be approved by the department chair.

CLASS ROOM SCHEDULING

1. Try to fit all classes of 30 capacity or less into ENTMU 103. If there is a time-conflict, laboratory classes get priority. Classes with expected enrollments over 35 must have a room requested through the Registrar's office.
2. If there is no room in ENTMU 103 at the faculty member's preferred teaching time, offer to change the time to an open time in ENTMU 103. If the faculty member does not want to change the time of the class, request a campus-scheduled room through the Registrar's office.
 - a. This may vary with the class. The above is probably reasonable for medium-sized cross listed classes, but it may be a major inconvenience for some of our smaller graduate classes. Given a choice between teaching a graduate class of 10 students at an odd time in the middle of campus vs using the conference room, most faculty and students would opt for the conference room.
3. The large conference room (ENTM 161) is only to be used for the 25X and 27X seminar classes. It can be used for graduate lectures classes like ENTM 208. Only after these classes have been scheduled, can a consideration be made of placing undergraduate classes in the conference room. If a 25X or 27X class has an enrollment of 5 or less, try and schedule it in the small conference room.
4. Chapman 109 can only be scheduled for labs and classes of an enrollment of 20 or less (typically 12-16)
5. All formal classroom and lab schedules will require the registrar's office to be notified of the scheduling (we control the rooms, but the Registrar needs the information).

Room Capacities

CHAPMAN109: 12 ENTMU103: 30 ENTM161: 38 ENTM181: 8 ENTM169: 6