

## TELECOMMUNICATION AND ROOM RESERVATION POLICY

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*Responsible administrator: Director, Business and Finance*

*Last updated/reviewed: 9/19/2019*

### **Telecommunication**

Should the Video Connection disconnect or substantially lose quality, students will obtain the lecture content through the Canvas/Panopto system. Each student can access the lecture content using their personal computer. In the event the system goes down for one class, students are expected to attend their subsequent classes and not to assume that classes are cancelled for the rest of the day.

If working in a Team Room, students may also remain in audio contact with their instructor or facilitator by using the telephones in each room. Instructors should be prepared to call the Team Room if students utilize this option. The phone numbers for each room can be located at the following link (also available on the Quick Reference Guide):

<https://hsopsupport.auburn.edu/File/Get/2262>

Please notify the HSOP's Office of Information Technology of any video conferencing issues immediately.

### **Recording of Courses Policy**

All courses for the Practice Ready Curriculum (PRC) are recorded by the PRC Curricular Coordinators. Instructors of electives, masters and doctoral courses use their discretion on when to record and post in Canvas/Panopto. Those instructors who wish to record should consult with HSOP IT as needed.

### **Room Reservations – Meetings and other non-course activity**

All room reservation between Auburn, Mobile and all other sites must be scheduled using the Room Reservation Form located here: <http://www.auburn.edu/academic/pharmacy/oit/forms.html> . This includes all committee meetings, platform presentations, organization meetings, candidate interviews, electronic office hours, faculty meetings, learn team, etc. Any changes to existing reservations or cancellations must follow the Room Reservation and Video Connection Standard Operating Procedures. Courses are scheduled through the Dean's office and the Master Calendar Keeper separately.