CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Scheduling Classrooms and Other Spaces
Policy Number: 5002 Functional Area: Information Technology

Date Submitted: February 13, 2019
Proposed Action: Approve
Brief Description: This policy sets forth policies and procedures regarding the scheduling of classrooms, and other space on the University of Colorado Denver (CU Denver buildings only) University of Colorado Anschutz Medical Campus, and University of Colorado South Denver location.

Desired Effective Date: 1 July 2019
Responsible University Officer: Executive Vice Chancellor for Administration and Finance and Chief Financial Officer
Senior Vice Chancellor for Administration and Finance and Chief Financial Officer
Responsible Office: Technology Support Services
Policy Contact: Director, Technology Support Services
Last Reviewed/Updated: February 13, 2019
Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver
University of Colorado South Denver Location

Reason for Policy: To ensure a clear, fair, and prioritized system for scheduling classrooms, and other space, on the University of Colorado Denver (CU Denver buildings only) University of Colorado Anschutz Medical Campus, and University of Colorado South Denver location.

I. REASON FOR PROPOSED ACTION

This policy is being reviewed as part of the campus-wide semi-annual review process. Also, this policy (formerly referring only to the Anschutz Medical Campus) was combined with another policy for CU Denver, and re-worded to include CU Denver South Location

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

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III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

Yes—multiple policies were combined and scope widened to South Denver

1. If yes, what is your plan to get the legal review? Will ask the Legal EA to assign this policy for review to an attorney.

2. Date legal review completed: TBD

3. Person completing legal review: TBD

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? No