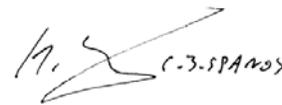




September 16, 2009
Chair Memo 09-1

TO: EECS Faculty
RE: Policy on assignment of rooms in Cory Hall



FROM: Costas Spanos, Chair, EE, Associate Chair, EECS

CC: Kate Riley, Director of Operations, EECS
Scott McNally, Director, Facilities, EECS

The purpose of this memorandum is to document the policies used to reserve and allocate space within Cory Hall. This memo complements Chair Memo 08-1, dated February 29, 2008, "Policy on construction, modification, improvements, utilization, and assignment of space in dedicated project areas." Please refer to that document for general principles on space assignments. This memorandum is more tactical, documenting current policies for use of available rooms.

I. Preamble

Cory Hall, built in 1950, continues to support intensive research laboratories, general assignment classrooms, and workspaces for faculty, graduate students, and support staff. This memo provides guidelines for the use of the available space.

II. Meeting rooms

Cory has a number of meeting rooms that are controlled by the EECS Department (vs. Central Campus, which controls the scheduling of most classrooms). Below are specific guidelines for these rooms.

Conference Room 212 (20 seats):

This room is intended for seminars and research groups that are scheduled sporadically and should not be used for regular classes.

Conference Room 258 (10 seats):

This room is intended for seminars and research groups that are scheduled sporadically and should not be used for regular classes.

Faculty of the Eugene and Joan C. Wong Center for Communication Research have first priority in scheduling office hours in this room, because there are five faculty offices not easily accessible to students.

Lecture Room 293 (30 seats):

This room can be used for regular classes.

Whinnery Room 299 (25 seats):

This room can be used for regular classes.

Hughes Room 400 (25 seats):

This room is intended for seminars and research groups that are scheduled sporadically and should not be used for regular classes.

Hogan Room 521 (30-55 seats):

Classes may be scheduled in this room between 8 a.m. and 4 p.m. only; it is reserved for seminars after 4 p.m. Ideally, we would like to keep a few lunch slots open, for example MWF from 12 noon to 1 p.m. for large ad hoc events. The room is also the primary location for EE Division lunches currently held on Monday at noon, so no classes should be scheduled during this time period. No desks are available for classes for over 30 students, class sizes lower than 30 can utilize the existing tables. No staff is available for rearranging furniture in this room.

Wang Room 531 (20 seats):

This room is intended for seminars and research groups that are scheduled sporadically and should not be used for regular classes.

Conference Room: 533 (seats 6).

This room is intended for seminars and research groups that are scheduled sporadically and should not be used for regular classes.

DOP Seminar Room: 540 (seats 60).

Room 540 is ideal for hosting small conferences, research project reviews, and similar meetings. The room is viewed as Cory Hall's only "high-tech" conference facility, and thus using it to host external meetings helps project a positive image of the department. It is one of very few facilities on campus that can be assigned for full day meetings to serve research centers such as DOP, CHESS, BSAC, GSRC, and BWRC, and to provide the EECS Department with a room suitable for such meetings. In order to make it possible to reserve the room for such full-day meetings, scheduling regular meetings or classes should be avoided if possible. If such meetings or classes are scheduled then the faculty in charge must be willing to relocate as needed to accommodate full-day meetings. Requests for this room should be addressed to the DOP Center staff or the scheduling staff in the EE Division, both of which will have access to the room reservations database. Any guest group should understand that the DOP and EECS provide no support to help with furniture rearrangement

or with A/V equipment preparation; guests are expected to make their own arrangements for such services as well as for final cleanup.

Conference Room: 557 (seats 14).

This room is intended for seminars and research groups that are scheduled sporadically and should not be used for regular classes.

III. Social Spaces

The EE Lounges (and other facilities controlled by card key or a regular key) are for the use of the people who have such a key. Bringing in large numbers of people who do not have this access privilege requires the permission of the EE chair.

Here is a list of the available Lounges in Cory Hall and their desirable usage plans:

Moore Room, 200

This student common area was made possible by Joseph A. Moore for an undergraduate lounge. It is currently under the stewardship of IEEE. This organization schedules the use of this room and events, which currently include TA office hours for EE-40 and EE-100. It is not to be utilized as a classroom or a teaching lab.

Keys are issued only to the IEEE Officers who are responsible for locking/unlocking the Moore Room for their activities.

Courtyard, 200

This space is on the second floor in the center of Cory Hall, and provides tables and seating in an outside area. It is open during building hours and monitored by security cameras. Events can be scheduled in this area at the discretion of the EE Division Chair.

Davidson Study Area, 240

Centrally located on the second floor next to the University's general assignment classrooms, this space is designated for EE undergraduate study space. It is part of the theme of the student commons area.

IEEE Test Area/Office, 246

This is the home of the IEEE main office and teaching lab for EE students. Its adjacency to the Davidson study area (room 230) and the Moore room (room 200) makes it ideal for this purpose.

Newton Lounge 333 and Newton Bridge Entrance 399

These are open and airy lounges with white-board space located on the third floor. We want to have these spaces used as much as possible. These are primarily research spaces and should not be used for instructional functions such as the discussion sessions associated with undergraduate courses. Since these lounges were placed in Cory Hall instead of some additional conference and seminar rooms, this is their primary function, and as a result there is a priority ranking of possible uses for these spaces:

Highest priority is for scheduled group meetings headed by a faculty or staff member.

Other uses in order of decreasing priority include spontaneous group meetings by faculty staff or graduate students with home in Cory Hall or Soda Hall, group meetings for other legitimate users of Cory Hall, study areas for EE Students.

Groups with a usage of higher priority should politely inform users with lower priority of their wish to use a particular lounge, preferably with a few minutes warning so that the current occupants can collect their belongings and move to another place.

Sleeping is prohibited in these areas.

Word has gotten around to many students outside EECS that these lounges are nice places for studying and group meetings. Legitimate users from the EE Division should feel free to ask such outside users to vacate a lounge when they want to use that lounge themselves.

Please clean up after your meetings and put furniture back to where it belongs.

IV. Laboratory Spaces

There is a wide variety of physical laboratory space found on many different levels of Cory Hall. For such labs, safety is of primary consideration in the proper management of these areas. Faculty members assigned to laboratory space are responsible for maintaining safety in their assigned lab areas and with complying with the various safety programs prescribed by Campus. Annual update and review of the following programs are required for each research facility:

1. Laboratory Hygiene Plan
2. Chemical Inventory
3. Lab Safety Training
4. Appointment of a Laboratory Safety Officer and an Alternate
5. Laboratory Self-Inspection Report.

The Department Illness and Injury Prevention Coordinator in 253 Cory Hall and EH&S will assist your Laboratory Safety Officer implement these safety measures to meet your lab safety needs.

Lab members will not be granted access to their physical lab area without proof of lab safety training by their faculty or the prescribed Lab Safety Officer.

V. Graduate Student Desk Assignments:

First year EE graduate students that do not have fixed affiliations with a research advisor will be designated a desk in Cory on arrival. This desk assignment may be shared with another graduate student. All research areas containing graduate student desks are required to make a proportional number of desks available for this use.

Many research groups have their own research seating area from 10 to 80 desks available throughout the second to fifth floors. The department conducts semiannual graduate student desk surveys. We encourage research units to appoint “space-tsars” to decentralize this task. In the absence of a “space-tsar” the department will send a web-based occupancy survey, follow-up with a physical survey, and then remove unclaimed material and equipment from graduate desks at the expense of the research unit.

VI. Visitor Spaces

In this section, “visitors” include visiting scholars, postdoctoral researchers, visiting industrial fellows, and other people who have been approved by the chairs for residence in Cory Hall. Such visitors are not normally allowed to have private faculty offices to themselves. Faculty sponsors of a “gold-plated” visitor may write an appeal for a private office to the EE Chair for an exception; this must be received two months prior to the visitor’s arrival.

Visitors are encouraged to sit with the graduate students as a first option in lieu of sharing a private office with another visitor or postdoc. As a general rule, however, graduate students have priority over such visitors. Only after all graduate students are accommodated will visitors be accommodated.

VII. General Shared Storage Spaces

Storage space is scarce in Cory Hall. Residents of Cory are encouraged to properly dispose of whatever they do not need (using the Campus’ Excess and Salvage service, if needed).

Hallways are not to be used as a storage area, even for short-term use. Such use would compromise fire safety in the building. Cory Facilities staff will arrange for removal of items as needed for a small fee.

VIII. The Roof

The university has decreed that only maintenance workers and people fleeing from a fire should be allowed to go to the roof. The white waterproof membrane is not designed for walking on; it will crack - and then the roof will leak.

IX. Security

Cory residents are encouraged to get to know the people on your floor. If, after hours, you find people on your floor that you don't know, ask them politely who they are and where they might be going. Let’s show everybody that we care and watch out for our new environment.

Main Entrances

The only legal entries into Cory Hall after regular working hours are from Hearst Avenue and from the South or West entrances with proper card key access.

Do not grant access to people after hours that you do not know, or who cannot make a convincing argument that they have some legitimate business in Cory Hall.

Keys and Card Keys

At great expense, Cory Hall was re-keyed in 2004 due to the loss of many master keys and inaccurate physical key records. With the advent of card keys and our new turn key management system we are better able to manage physical keys, occupancy, and our Department Illness and Injury Safety Program (IIPP).

The general idea is that no access is granted to Cory Hall without proof of an individual's review of the Departments IIPP. In addition, no access is granted to Cory Hall laboratory space without completion of laboratory safety training by faculty, a designated safety officer, or the Microlab staff. Exceptions to this rule are for enrolled students in our instructional laboratories, where the Instructor or Teaching Assistants will ensure that safety training is covered in the curriculum for that particular course.

No individual gets any physical key for any door with a card key (except for the fire department and laboratory manager). The idea is to provide controlled access through such doors and to obtain a complete record of who accessed those doors during the hours when they are locked. In case of a power outage laboratory managers may have to secure equipment to prevent damage or loss of research prior to exiting the building.

X. Miscellaneous

Glass Walls

Having windows in your office wall may be a new and unusual feeling for many of us. Please try to get used to it. Dry erase markers may be used on some glass in non-public areas instead of white boards. If you feel you must cover some of the glass, particularly on the second floor conference rooms, please try and remember to remove the paper at the end of your meeting. No blinds will be installed as they tend to remain closed and defeat the idea of transparency.

Bulletin Boards and Posting

Items in the bulletin boards in the elevator should only be hung by the Cory Hall Facilities Unit (253 Cory Hall) to maintain some uniformity in style. No postings of any kind are allowed on the 2nd floor West corridor, elevator lobby, or North entrances. Considerable capital improvements in this area have been completed to present electronic displays and windows into our laboratories. One posting is allowed per room on the North and South 2nd floor corridors at the classroom door signs.

Besides the elevator bulletin boards, most bulletin boards are clearly associated with some office or with some lab. We encourage the occupants of these rooms to remove junk posted by strangers on these bulletin boards. We want to keep our bulletin boards reasonably uncluttered, visually as well as physically.

Please NO postings outside bulletin boards or individual door signs! Please don't post things on bare walls; it usually damages paint. (It is OK to post temporary sign-up sheets on your office doors with tape that can easily be removed and does not damage the paint.)

Housekeeping

It is a fire code violation to place items in exit corridors throughout the building. Please make arrangements to have excess furniture, debris, etc. removed from your room directly out of the building. This can be arranged with the Building Coordinator located in room 253 Cory Hall. Exceptions to this rule can be made by request to the fire marshal's office for large projects on a case-by-case basis.