



College of Nursing

ROOM SCHEDULING TIPS & RESOURCES Tucson & Gilbert Campuses

TUCSON

Teaching and need a room? All room requests should be sent to CON-OSAA@email.arizona.edu. This is the ticketing email and requests will be assigned to the Academic Affairs Coordinator.

Laura Massey-Miller, Academic Affairs Coordinator: On behalf of faculty, Laura books all in-person meeting patterns for lectures, exams, etc. This includes rooms in CON, Drachman Hall, and HSIB. Laura will reach out to faculty that are teaching **IN PERSON** Classes to confirm rooms and if they have a request to change rooms. Laura does this when room scheduling opens for the upcoming terms.

NOTE: Laura has already booked rooms for Summer/Fall 2023, and Spring 2024 for CON, DH and HSIB. This was done during "Open Scheduling Summer/Fall/Spring. Next Open Scheduling for Summer/Fall 2024 will start on October 1, 2023.

Need to book a room yourself? (additional talks, exams, special events, etc.) Book rooms directly through:

- AHSC Resource Scheduling for the CON [here](#) and
- Drachman Hall rooms [here](#).
- HSIB: send email request to CON-OSAA@email.arizona.edu

Tucson SILC – Simulation Innovations and Mentoring Services - SIMS 2nd Floor

- Contact Yvette Mathesen, SILC Coordinator, mathesen@arizona.edu
 - **ALL** Simulation/Skills, ASTEC Lab, and Standardized Patients Simulations/Skills with ICAPS.
 - **DO NOT SCHEDULE DIRECTLY WITH ASTEC OR ICAPS**

NOTE: Schedules are not done on a first come first served basis but are determined 3 times a year based on priority needs, an e-mail will notify you of the deadline to submit your request. After the requests are all processed, any later requests are filled based on availability.

- Simulation Innovations & Mentoring Services (simulation-based education activities, skills, competency testing, simulations, mixed reality) <https://www.nursing.arizona.edu/simulated-learning>

TUCSON CONTACTS

- Tucson - Laura Massey Miller, Academic Affairs Coordinator CON-OSAA@email.arizona.edu
- SILC Tucson - Yvette Mathesen, SILC Coordinator mathesen@arizona.edu



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GILBERT (BSN-IH and MEPN Faculty) Gilbert Rooms: 407, 408, 459, 461, 464, 402, 321

Reserving Academic Classrooms: Teaching and need a room? (All Non-SIMS related Scheduling)

All room requests or changes to existing reservations should be sent via email to Laura Massey-Miller, Academic Affairs Coordinator: CON-GNHE-GIL-Scheduling@arizona.edu. On behalf of faculty, Laura books all in-person meeting patterns for academic lectures, exams, etc.

Include the following in your email request for an academic classroom:

- Your Full Name
- Program Name
- Course #
- Date for reservation
- Start and End Time
- Number of Attendees
- Purpose (e.g. Lecture, Exam, ATI, Skills Lab, etc.)
- Request for IT Tech support (zoom, assist w/equip, etc.)

Wall partition between 407 & 408: If wall opening assistance is needed, please email Kim Plinski at kimplinski@arizona.edu. The faculty making a room reservation will need to be present to assist with the opening and closing of the wall. Please plan 30 minutes additional time for setup and at end of class for wall closure. Please schedule 3 days prior to reservation date.

Reserving Space for non-academic use (e.g. Huddle Rooms, Conference Rooms, use of 407 & 408 for events) (All Non-Academic/ Non-SIMS related Scheduling) These rooms include: 407, 408, 459, 461, 464, 402, 321

All room requests or changes to existing reservations should be sent via email to Karren Fultz, NHE Faculty Data & Project Manager CON-GNHE-GIL-Scheduling@arizona.edu. Include the following in your email request:

Include the following in your email request for non-academic reservation:

- Your Full Name
- Date for reservation
- Start and End Time
- Purpose (e.g. team meeting, study group, tutoring)
- Request for IT Tech support (zoom, assist w/equip, etc.)

All BSN IH and MEPN faculty have access to view the shared CON-GNHE-GIL-Scheduling Outlook calendar! Double check your room reservations have been made. If you don't see your reservation on the calendar, it has not been made. Please email CON-GNHE-GIL-Scheduling@arizona.edu.



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Gilbert SILC - Simulation based activities 3rd Floor

- Contact your *Sim Nurse Faculty*. They will coordinate your simulation needs.
- Don't know who your *Sims Nurse Faculty* is? Email Dianna Liberty, Administrative Assistant, SILC dliberty@arizona.edu
- Simulation Innovations & Mentoring Services (simulation-based education activities, skills, competency testing, simulations, mixed reality) <https://www.nursing.arizona.edu/simulated-learning>

Gilbert Auditorium – Pre-reservation ONLY

- All reservations requests must be submitted to Kim Plinski: kimplinski@arizona.edu via email **5 business days in advance**. Include detailed needs, such as date, time, number of people, I.T. support needs, table and chairs set up or bleacher seat set up.
- Confirmation of the auditorium reservation will be sent via calendar invite to Outlook calendar schedule and to the person who requested the reservation and NHE Vice Chair, Betty Parisek at bettyparisek@arizona.edu .
- UA has a limited number of reservations per year. Additional usage and or re-arrangement of default chair setting will assess an additional charge and **must be pre-approved**.

GILBERT CONTACTS

- *Gilbert Academic Classroom Scheduling* - Laura Massey Miller, Academic Affairs Coordinator CON-GNHE-GIL-Scheduling@arizona.edu
- *Gilbert Non-Academic Scheduling* – Karren Fultz, Faculty & Data Project Manager CON-GNHE-GIL-Scheduling@arizona.edu
- *SILC Gilbert* - Dianna Liberty, Administrative Assistant, SILC dliberty@arizona.edu
- *Gilbert Auditorium & Wall Partition* – Kim Plinski, Coordinator, Maricopa County Operations Distance Education kimplinski@arizona.edu