

<b>SOP-E-0011</b>	<b>DELTA Classroom Use</b>	
<b>SOP Type:</b>	<input type="checkbox"/> <b>Internal SOP - DELTA-level that does not directly affect entities outside of DELTA</b> <input checked="" type="checkbox"/> <b>External SOP - DELTA-level that affects these entities:</b> DELTA classroom users at NC State, Engineering Online <input type="checkbox"/> <b>Unit SOP - DELTA individual unit(s) affected:</b>	
<b>Contact:</b>	<b>DELTA Business Office</b>	
<b>Effective Date:</b>	<b>July 1, 2006</b>	<b>Last Revision Date: December 4, 2017</b>

### 1. Introduction

The SOP on DELTA Classroom Use defines ownership, appropriate use, support, and assignment of the 110D general classrooms of the university, as managed by Distance Education and Learning Technology Applications (DELTA).

### 2. Ownership

DELTA classrooms are considered a resource of the university and are designated by North Carolina State University (NC State) and the University of North Carolina General Administration (UNC-GA) as 110D, a part of the general classroom designations. These facilities are primarily intended to support the delivery of academic programs for online and distance education students. All DELTA classrooms are operated and maintained under the direction of the Senior Vice Provost for DELTA. Access to these facilities, including scheduling of these facilities, is defined within this SOP. This SOP applies all 110D/210 facilities that reside in DELTA's OUC.

### 3. Use

a) Introduction

DELTA classrooms are intended primarily for course production of online and distance education (DE) courses, matching instructional need to appropriate technology and facilities.

b) Academic Use

Through established scheduling procedures and deadlines, DELTA classrooms are first reserved for the direct support of online and distance education programs.

c) Non-Academic Use

Use of the DELTA classrooms for purposes other than support of online and distance education programs is restricted to events and meetings sponsored by one or more of the following:

- Colleges, Schools, Departments and functional units of the university
- University-recognized organizations

- University-affiliated organizations

d) Access Preference

Preference for use of space will be given within defined time periods to the scheduling of academic courses, and then to university events requiring specific facilities. Space available after those requests are met will be assigned according to established preference priority consideration procedures.

Priority use of a DELTA classroom is assigned in the following order:

(Uses 1-4 are Academic Priority and can be scheduled, subject to availability, at no cost)

1. Online and Distance Education courses with a 600 section number which emanate from NC State.
2. Academic courses without an online component between NC State and other accredited higher education institutions including synchronous learning without 600 (e.g. UNC Online Initiative).
3. Academic credit course assigned by Registration and Records.
4. Academic Technology Innovation (ATI) training and/or support programs, scheduled by DELTA's Instructional Support Services unit, acting as a program sponsor.

(Uses 5-8 can be scheduled, subject to availability, according to the DELTA Rate Card. Departmental Project ID Required. See Scheduling SOP for further details)

5. All non-credit courses including certificate programs, etc.
6. University-sponsored events/meetings requiring specific technology facilities.
7. University-sponsored events/meetings that are open to the entire university community.
8. Centennial Campus Partners requiring classroom space or services

#### 4. Appropriate Use

a) Introduction

DELTA classrooms are intended primarily for use by regularly scheduled online and distance education classes. Depending on space and resource availability, university departments may conduct approved special functions. Examples of approved functions include other academic courses, video conferences, seminars and departmental meetings.

All users of these facilities must abide by university policies relating to matters of safety, liability, non-discrimination, non-disturbance, civil obedience, use of university grounds and other relevant university policies. All programs must meet the following criteria:

- The program must be related to the teaching, research and/or public service mission of the university.
- The program must be sponsored, co-sponsored, or hosted per definitions, below.

b) Program Sponsor

A program sponsor is a university administrative or academic unit (e.g. Engineering Online, Online and Distance Education) that holds primary responsibility for planning, conducting and administering a program.

c) Program Co-Sponsor

A program co-sponsor works in association with a non-university unit (e.g. the Kenan Institute, in association with NSF – National Science Foundation) to plan, conduct and administer a program.

d) Program Host

A program host is an affiliated agency of NC State (e.g. UNC Chapel Hill). A program host is responsible for assuring that all university guidelines for a program are met, in addition to planning, conducting and administering the program.

## 5. Scheduling of Distance Education Classrooms

Please refer to the [SOP-E-022, Scheduling DELTA Classrooms](#)

## 6. Classroom Time Restraints

- A. All interactive courses and events require a 30-minute set up period to guarantee connectivity and quality control between all remote sites involved. The need to ensure connectivity and quality control may at times prevent the scheduling of back-to-back course sessions in the traditional course time slots of the university. Exceptions allowed for classrooms that can remain connected to the same remote sites for back-to-back class sections in the same rooms.
- B. All non-interactive courses/events require 15 minutes between sessions to reset the classroom or change personnel.

## 7. Accessibility Considerations

DELTA complies with accessibility policies of the university and works closely with the Disability Services Office to address the needs of students and faculty in the use of DELTA classrooms, when notified of the need for an accommodation. It is expected that users of 110D classrooms identify accessibility concerns as soon as a faculty members is assigned to the room and students are registered for a class.

## 8. Rates for Non-DE Classroom Services

For non-classroom activities, DELTA offers services on a rate basis. Rates change from year-to-year. Please see the DELTA website (<https://delta.ncsu.edu/instructional-materials/video-production/video-production-services-rate-card/>) for the most recent information regarding rates for production services.. The same rates are charged to all clients.

## 9. Neutrality Procedure

The academic facilities at the university are provided for educational purposes and are not intended to be used as competitive event sites. DELTA receives no fees for scheduling events and academic departments receive no fees from events. All academic and auxiliary use rates generated recover facility operation costs.

## 10. Adverse Weather and Other Emergency Conditions

See the following link: <https://policies.ncsu.edu/regulation/reg-04-20-07> DELTA staff are non-mandatory employees. If the university is operating under conditions 2 or 3, no technician will be available to support a class.

## 11. Hours of Operation

Video Communications Services operational hours are from 7:30 a.m. until 9 p.m., Monday – Thursday and 7.30 a.m. until 5 p.m. on Friday. At the present time, DE facilities are not available for use on weekends or after 9 p.m. weekdays (after 5 p.m. Friday), except in special circumstances, scheduled well in advance.

## 12. After-Hours Use

Requests for after-hours and weekend support require approval by the Associate Director, Video Communication Services. After-hours and weekend support requests, when approved, will include charges based on established rates administered by DELTA.

## 13. Food and Drinks

**Summary/Purpose: To provide guidance to departments restricting food and drinks in academic classrooms.**

North Carolina State University provides Custodial Services for the university buildings. Classroom cleanliness is a top priority and only one of many critical services provided in promoting an environment conducive to learning for students, faculty and staff. Although Custodial Staff are conscientious and work extremely hard, it is difficult to achieve acceptable standards of cleanliness when food and drinks are allowed to be consumed in the classrooms. When food and drinks are consumed in classrooms, they spill, soiling the floor and carpet. Beyond cleaning rubbish, spills are tracked throughout buildings, further complicating the cleaning program. No food and drink reduces workload, promotes cleanliness, prevents damage to carpet and floors, and ultimately conserves university funds and resources. **Water bottles with secured caps are allowed.**

**As a reminder, no food or drink signs have been posted in classrooms.**

FACULTY AND STAFF: Please remind your students that food and drinks are not allowed in university classrooms. As we attempt to make the classrooms more comfortable and accommodating for faculty and students, it becomes much more difficult to achieve this goal, if food and drinks are allowed. Everyone's cooperation is appreciated.

## 14. Security of Classrooms

[Security Application and Technologies](#) (SAT) controls access to DELTA classrooms by issuing identification card access, or swipe card access, to authorized personnel, to ensure the safety and security of North Carolina State University students, staff and faculty, as well as to safeguard university assets and personal property.

DELTA Support Staff and Housekeeping: Access to all DELTA classrooms are granted to all DELTA support staff and faculty. Access to specialized classrooms and classroom control rooms is determined at the departmental level.

All standard access privileges will be imported into the door access control systems by SAT on a per-semester basis.

Should a faculty or staff member require access to a room during a time that he or she is not scheduled, the faculty/staff member must contact the [Media Services Coordinator](#) to ensure room availability and to place a reservation. It should not be assumed that because a room is vacant, it is available. Refer to [SOP-E-0022, Scheduling DELTA Classrooms](#) for reserving a room.

DELTA Classrooms are also equipped with keyed access. Keys are not issued to students or Non-DELTA staff. To request a key, the requester must contact the Media Services Coordinator for the appropriate key. The requestor must also sign out the before receiving it.

## 15. Lost and Found

Any found unclaimed property left in any DELTA classroom will be placed in a lost and found box located in a DELTA control room.

Items will be held in that classroom's control room until the end of the week. At the end of the week, items will be turned into our infrastructure coordinator in Ricks Hall Annex.

Items held for a week:

Water bottles, mugs, containers: Drinking utensils such as water bottles and coffee mugs will be emptied of all contents and held in Lost and Found for **one week**. After one week, if still unclaimed, will be discarded.

Clothing: If unclaimed item of clothing is left in classroom, items will be held for **one week**. After a week, items of clothing will be sent to [Campus Police](#) lost and found

Electronics Cells phones, iPads/Tablets, laptops, etc.): Any electronics items remaining unclaimed for a **one week**, will be sent to [Campus Police](#) lost and found.

Miscellaneous items: Any miscellaneous items remaining after one week, will be sent to [Campus Police](#) lost and found.

DELTA does not accept responsibility for lost items.

NC State Campus Police Lost and Found can be contacted by calling Jason Dye at 919.515.2498 or emailing [investigations@ncsu.edu](mailto:investigations@ncsu.edu).