



West Virginia University

College of Engineering and Mineral Resources

MEMORANDUM

TO: Department Chairs

FROM: Eugene V. Cilento *E.C.*
CEMR Dean

DATE: August 29, 2001

SUBJECT: Policy for Use of College Computer Classrooms

The policy developed for the use of computer classrooms (ESB: G03 and G11 and MRB 243) is to maintain the rooms ready for classes. The classrooms are to be used by the instructor when teaching their classes only. The rooms should not be left unattended; that is, when classes are over the students leave and the instructor locks the doors. Work can continue in the general purpose computer labs. NO FOOD OR DRINK are permitted in the computer classrooms, and the rooms are not to be left open when not in use. Evening classes are permitted with a proctor or instructor present but under no circumstance should computer classrooms be used as a general lab or left open in evening for any students (whether enrolled in the computer class or not). All PC software must be approved and installed by the computer staff. Keys will be assigned each semester to faculty teaching computer classes. Nancy Ireland will maintain the key list and collect keys at the end of each semester.

Presentation classrooms (ESB: G83, G39, and 249 and MRB 113) also must be maintained ready for classes. All PC software should be approved and installed by the computer staff.

The College has invested heavily in new PC classrooms so this policy is designed to keep these rooms in good shape and ready for use. Everyone has a shared responsibility to maintain PC classrooms. The College will continue to improve our classrooms. I appreciate your full cooperation and support. If you have any questions, please do not hesitate to contact me.

Please share this policy with all your faculty.

EVC/vlr

Office of the Dean

Phone: 304-293-4821
Fax: 304-293-2037

PO Box 6070
Morgantown, WV 26506-6070

Equal Opportunity/Affirmative Action Institution