Scheduling Prioritization
Reserving Spaces in the Interprofessional Healthcare Simulation Center (IHSC)
Approved by the IHSC Advisory Committee on November 14, 2016

The following information may be included in a general communication.

Prioritization outline for users of IHSC:

1. CoN, CoP, SOM-UME (includes Health Professions run by A&L) summative and formative testing — associate deans mediate any conflicts. Following scheduling timelines, SOM OSCEs will be scheduled as first priority and then scheduling of CoN and CoP testing activities will be open. CoN curricular activities should not be displaced by testing within the CoN-managed spaces.
2. CoN, CoP, SOM-UME curricular training
3. Other HSC assessment (e.g., IPE, Health Professions not run by A&L)
4. GME
5. CME
6. Other UNM assessment (e.g., College of Education nutrition course)
7. Other UNM training

Schedulers' Guidelines

Semester/Term	Collect Schedule[1]	Schedule in Event Management System (EMS)[2]	Release Rooms to HSC Scheduler[3]	Send Schedule to Registrar[4]
Spring	Early September	Late September Early October	Mid-October	October
Summer	Early February	End of February	Early March	March
Fall	Late April	Mid-May	Late May	June

1. Collect curricular schedules for all programs.
2. Finalize scheduling in the Event Management System (EMS). This is typically done at a meeting of all schedulers.
3. Release the schedule to all of HSC for the purpose of using available rooms for unmet needs of all HSC programs.
4. Submit the final schedule to the UNM registrar.

Information for Internal Use in Process Development:
Logistics of Transitioning to a Centralized Scheduling Model

If a centralized scheduler (IHSC Program Specialist) takes over EMS reservations for all IHSC spaces:
   a. Only courses and classes requiring use of IHSC resources to accomplish learning activities will be scheduled in the IHSC.
   b. As programs are revised/developed, priorities will be reexamined.
   c. Per the education deans, the IHSC Program Specialist will refer to them any exception requests to the scheduling prioritization guidelines and all scheduling conflicts.
   d. There will be a web-based IHSC Room Request form.
   e. Policies, procedures and guidelines will be revised to reflect approved changes.
   f. If scheduling deadlines are not met, all other requests will be scheduled prior to scheduling a late request.