



UNIVERSITY POLICY

SUBJECT:	ACADEMIC AFFAIRS	TITLE:	PRIORITIES FOR ACCESS TO VIDEOCONFERENCE FACILITIES AND USE OF VIDEOCONFERENCE EQUIPMENT		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Information Services and Technology		Responsible Office:	Information Services and Technology	
CODING:	00-01-20-92:00	ADOPTED:	06/12/96	AMENDED:	03/25/10
				LAST REVIEWED: 03/25/10	

I. PURPOSE

The purpose of this policy is to establish priorities for access to videoconference facilities and use of videoconference equipment.

II. ACCOUNTABILITY

The Vice President for Information Services & Technology, in consultation with the Vice President for Academic Affairs, shall ensure compliance with and shall implement this policy.

III. DEFINITION

A videoconference is an interactive communication among geographically distant sites that uses multiple media.

IV. APPLICABILITY

This policy shall apply to all UMDNJ Schools and programs and to UMDNJ partner institutions that use the videoconference equipment and facilities of UMDNJ.

V. POLICY

UMDNJ is committed to the effective, efficient use of technology to further its educational mission and fulfill its strategic goals. To accomplish the mission and goals of the University, priorities governing access to videoconference facilities and use of equipment are:

1. Regularly scheduled curriculum-based courses that routinely use videoconference equipment in a particular facility shall not be displaced for any reason.
2. Educational conferences or symposia that have been scheduled to use videoconference equipment in a particular facility shall not be displaced for any reason.
3. Regularly scheduled curriculum-based courses that do not use videoconference equipment but are scheduled in facilities so equipped may be reassigned to another location under the following conditions:

- Proposed alternate location must be equipped to adequately meet educational needs, i.e., appropriate seating and space for students and faculty, appropriate lighting, access to required visual aids, etc.
- Proposed alternate location must be comparable and convenient.
- A minimum of three weeks advance notice shall be provided.

VI. PROCEDURES

Current information on campus contacts, procedures for videoconference scheduling, technical support and fees will be available on the UMDNJ Web site at:

http://umdnjwebprod.umdj.edu/ca/ist/request_services/VideoServices_02.shtml.

By Direction of the President:

Vice President for Information Services & Technology