

Policy and Procedures for Reserving the LRS

Getting Started

1. SDSU faculty who are interested in teaching a class in one of the ITS Learning Research Studio (LRS) spaces should first read the [Learning Research Studio Policy and Procedures](#).
2. An instructor will fill out the [ITS-LRS Reservation Request form](#), agreeing to abide by the requirements in the Learning Research Studio Policy and Procedures.
 - First, consult with your department chair and coordinator of scheduling to ensure that there are no scheduling conflicts with other courses.
 - Each department coordinator responsible for scheduling courses will be familiar with the **Standard Lecture Section Time Modules** provided by Enrollment Services.

Reviewing LRS Requests

1. The ITS Faculty Resources Coordinator (Carol Tohsaku) develops the in-house **ITS-LRS calendar** to ensure that there are no time conflicts among the LRS spaces. The ITS Director (James Frazee) and LRS faculty committee members (ITS Faculty Fellows) will review the requests.
2. The ITS Faculty Resources Coordinator enters each instructor's request on the **LRS Classroom Assignments** Google spreadsheet, provided by Enrollment Services.
3. Enrollment Services will check to see that each entry complies with the SDSU classroom scheduling policy and that there are no conflicts in the Student Information System (SIMS/R).
 - A request **highlighted in yellow** indicates that the request is compliant.
 - A request in **red font** indicates that Enrollment Services has notified the department about scheduling issues. Until the issue is resolved, the request is "pending."
 - Each department coordinator will be able to have 'view' access to check on the status noted in the LRS Classroom Assignments spreadsheet.

Notifying Instructors

The ITS Faculty Resources Coordinator will email official notification to each instructor whose LRS reservation request has been approved by ITS and Enrollment Services in a timely manner.

- LRS reservation requests for Fall and Spring will be accepted in November/December
- LRS decisions/instructor placements will be made for Fall by the end of January and Spring by the end of March

This email notification will be cc'ed to the ITS Learning Spaces staff who will make arrangements to meet with each instructor for LRS training before the start of the semester.

- Instructors will need to attend the LRS Faculty Meetings at the beginning and end of the semester and to complete the LRS post-occupancy survey.
- Any instructor who has issues and concerns about the assigned LRS classroom should contact the ITS Learning Spaces Coordinator and the Faculty Resources Coordinator.

ITS: James Frazee (jfrazee@mail.sdsu.edu, x42893) for LRS research ideas / IRB questions
Carol Tohsaku (ctohsaku@mail.sdsu.edu, x42203) for reservations
Aurora Jones (ajones@mail.sdsu.edu, x46432) for training and software/hardware support

Enrollment Services: Colette Gannaway (colette@mail.sdsu.edu, x45702)
Chesalie Loach (cloach@mail.sdsu.edu, x43512)
Allison Pitcher (allison.pitcher@sdsu.edu, x44019)