

Un-roomed Events Resolution Calls

Process

All un-roomed events identified by Monday 5th June. SMTT will split the events into two categories

1. Large Events & Time Critical Events

(greater than 50 in size, events in the first 1 month of teaching)

- Last year, this equated to 29% of the un-roomed events.
- A resolution call will be scheduled with the identified roles within each of the schools, these role holders have been elected by the Advisory Group to take responsibility for finding rooming solutions.
See slides 6 - 11 for details of the roles listed per school.
- The calls will be led by SMTT who will suggest potential solutions, we do not anticipate all the identified roles will be required to attend every call however we do expect decision makers to be available.
- SMTT will update the event in real time if a suitable option has been agreed.

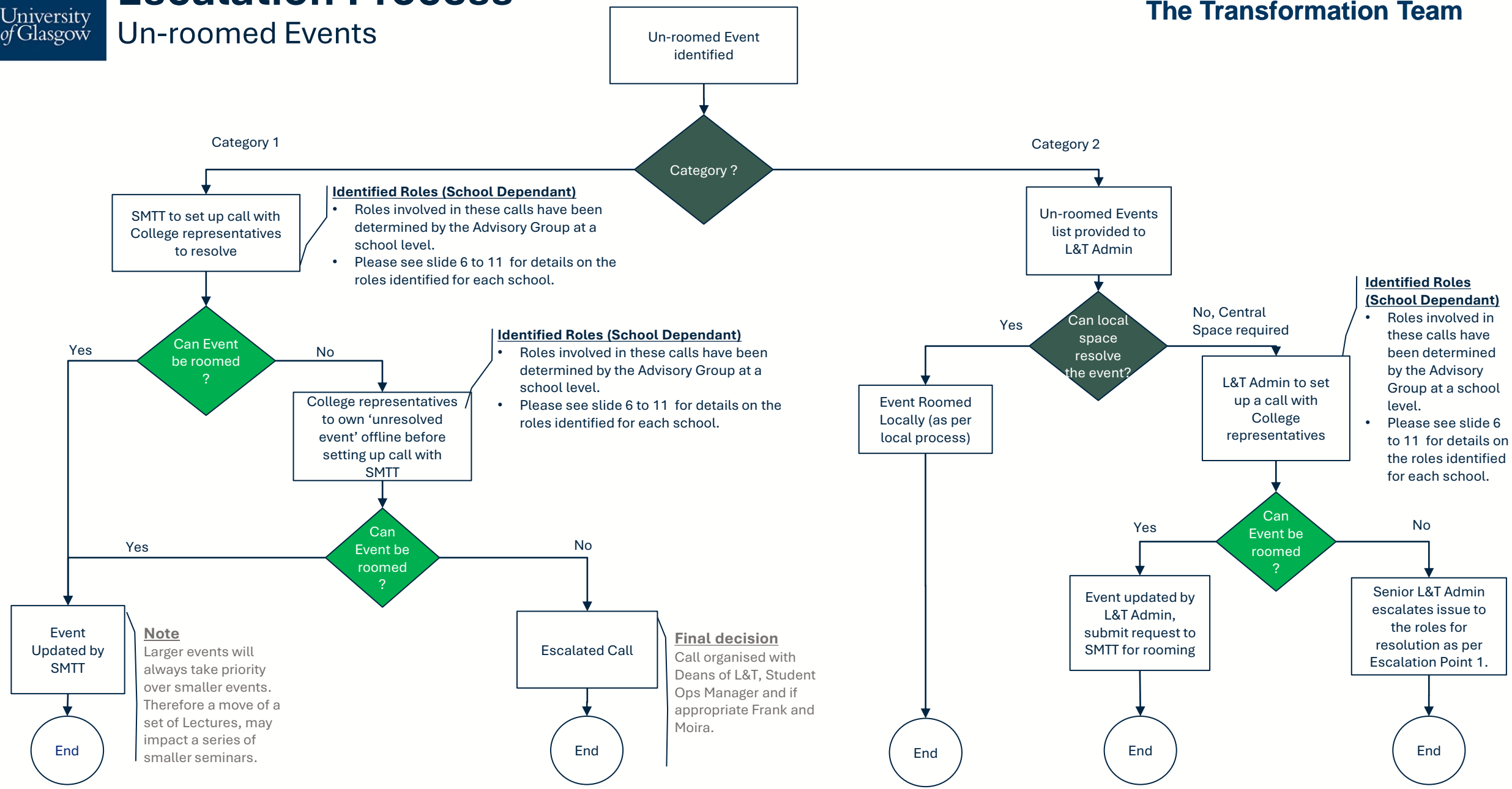
2. All Other Un-roomed Events

(less than size 50)

- Last year, this equated to 71% of the un-roomed events.
- Led through the coordinating TT resource already identified. **The Timetabling and Enrolment Coordinator/ L&T Assistants** should review local space first to resolve.
- Should a **Timetabling and Enrolment Coordinator/ L&T Assistants** need to change the event (e.g. time/day) to find a central room, they should:
 1. Liaise with the **L&T Convener, Head of School or Head of Course** to be aware of potential clashes and explore available options to resolve.
 2. Raise a “Central Room Request” to SMTT to room the event via the Change Request process.
- SMTT will advise the **Timetabling and Enrolment Coordinator/ L&T Assistants** when a room has been allocated
- In the event there is no resolution that can be accommodated the **Timetabling and Enrolment Coordinator/ L&T Assistants** should escalate through the identified roles listed for Category 1 events.

Escalation Process

Un-roomed Events



Resolution Calls:

- 1. Large Events & Time Critical Events** (greater than 50 in size, events in the first 1 month of teaching) – calls will be organised by **SMTT** on a daily, ad-hoc basis. The events will be prioritised by size. SMTT will update the event in real time if a suitable option has been agreed. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

Resolution Call		
Name	Role	Course
Scott Roy	L&T Convener	All
Jill Tait	Timetabling and Enrolment Coordinator	All
Sian Barnes	Learning & Teaching Administrator/Deputy Timetabler	All

- 2. All Other Un-roomed Events** (less than size 50) - led by the **Timetabling and Enrolment Coordinator** who will liaise with the **L&T Convener** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

Resolution Call		
Name	Role	Course
Scott Roy	L&T Convener	All
Jill Tait	Timetabling and Enrolment Coordinator	All

Timetabling and Enrolment Coordinator responsible for assessing timetabling clashes.

Escalation Process:

If a resolution cannot be found for the event, this should be escalated within the School/College to the following roles (not all of these roles will need to be included, this will be dependent on the event and reason for un-resolution):

Escalation Process		
Name	Role	Course
Alison Devlin	Student Operations Manager	All
Stephany Biello	Dean of L&T	All

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Resolution Call		
Name	Role	Course
Haralampos Moiras	L&T Convener	All
Angela Woolton	L&T Administrator	All

- 2. All Other Un-roomed Events** (less than size 50) - led by the **L&T Administrator** who will liaise with the **Head of Teaching or Head of Course** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

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Name	Role	Course
Haralampos Moiras	L&T Convener	All
Angela Woolton	L&T Administrator	All

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Resolution Call		
Name	Role	Course
Stephen McVitie	L&T Convener	All
Peter Sneddon	Senior Lecturer	
Lynne Stewart	L&T Manager	All

- 2. All Other Un-roomed Events** (less than size 50) - led by the **L&T Manager** who will liaise with the **L&T Convener** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

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Name	Role	Course
Stephen McVitie	L&T Convener	All
Lynne Stewart	L&T Manager	All

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Resolution Call		
Name	Role	Course
Mary Ellen Foster	L&T Convener	All
Karina Lee Gail Reat	Teaching Administrators	All

- 2. All Other Un-roomed Events** (less than size 50) - led by the **Teaching Administrators** who will liaise with the **L&T Convener** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

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Mary Ellen Foster	L&T Convener	All
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Resolution Call		
Name	Role	Course
Gwyn Bellamy – Maths Christina Cobbold – Maths Biology Mitchum Bock – Stats	L&T Convener	All
Jean Jackson	Administration Officer	All
Jackie Morris	Learning & Teaching Administrator	All

- 2. All Other Un-roomed Events** (less than size 50) - led by the **Teaching Administrators** who will liaise with the **L&T Convener** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

Resolution Call		
Name	Role	Course
Gwen Belamy – Maths & Stats Christina Cobbold – Maths Mitchum Bock – Stats	L&T Convener	All
Jean Jackson	Administration Officer	All

Teaching Administrators responsible for assessing timetabling clashes.

Escalation Process:

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Resolution Call		
Name	Role	Course
Cristina Persano	Head of School	All
Cheryl McGeachan	L&T Convener	All
Anne Dunlop	L&T Administrator	All

- 2. All Other Un-roomed Events** (less than size 50) - led by the **L&T Administrator** who will liaise with the **Head of L&T or Head of School** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

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Name	Role	Course
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