



Mission Hall Learning Commons ETS Classroom Fact Sheet

1. Classroom Hours of Operation
 - a. 6:00 am – 9:00 pm, M-F
 - b. S-S by appointment by only
2. Security 24/7 – must show ID
3. Spaces available 24/7
 - a. 1105,1106,1107,1108,1109, 1302, 1303
4. Office Hours
 - a. ETS Support Office: MH 1500
 - b. On-site telephone: 502-HELP (4357)
 - c. Hours: 8:00 am - 5:00 pm
 - d. Maintenance: 476-2021
5. Office Staffing and Sites
 - a. Always one person on-site, two persons most days
 - b. Director: john.deangelo@ucsf.edu - 415.476.9591
 - c. Asst. Director: matt.epperson@ucsf.edu - 415.502.1086
 - d. Room Scheduling: Sally Huey-Lee and Noel Baronia – 415.476.4436
 - e. AV Support: Chris Wakefield – 415.502.4357
 - f. <http://edtech.ucsf.edu/> - all policies and operations
 - g. <https://www.facebook.com/UCSFEdTech> daily room and information updates
6. Food Policy
 - a. *Goal:* to be flexible while maintaining a clean and pleasant teaching/learning environment
 - b. Food Setup OUTSIDE classrooms
 - c. Food must be incidental to reservation - rooms will not be reserved exclusively for food functions
 - d. Atrium arrangements and table setups: Margaret Wesser – 415.514.4000
7. Furniture
 - a. 1401/1402 – divider: opening/closing requires 24 hr. lead time
 - b. Only CENTER lectern active when walls open; both lecterns active when closed
 - c. All rooms have moveable tables/chairs
 - d. For power, no more than two tables joined at a time
 - e. Limited mobility due to power connections



8. Video/Audio Conferencing
 - a. Three rooms with Video Conferencing (charges apply for VC support)
 - b. 1405 – (15 seats)
 - c. 1407 – (46 seats)
 - d. 2103 – (50 seats)
 - e. All rooms have audio conferencing
 - f. Dial # using in-room control panel
 - g. Audio via room mic/amplification
9. Lecture Capture (no charge for numbered academic courses)
 - a. 1400
 - b. 1401
 - c. 1402
 - d. 1405 - also VC
 - e. 1406
 - f. 1407 - also VC
10. Other Technologies
 - a. Touch panel controls
 - b. In-room computer and display
 - c. Room schedule displays
 - d. Voice amplification (lav, hand, lectern)
 - e. Assistive listening devices
 - f. SMART Podium (reserve in MH1500)
 - g. Whiteboards
 - h. iClickers (reserve in MH1500)

Educational Technology Services (ETS) is a division of Student Academic Affairs and Graduate Division led by Dean and Vice Chancellor Elizabeth Watkins. This operation is constantly working to improve the teaching and learning environments for students, faculty and staff. If you have suggestions, comments or advice for improvements, please direct them to John DeAngelo, Director of Educational Technology Services, 415.476.9591 john.deangelo@ucsf.edu