

Classroom Management Expectations

Office of Conferences and Events

James 180

conferencesandevents@calbaptist.edu

951-343-4374

As a courtesy to CBU faculty, staff and students, and to show respect for the classroom, all furnishings (furniture and equipment) must be arranged to the original classroom layout according the specifications indicated in the classroom layout sign. If you wish to move tables and chairs around, please take the time before the end of the class to restore the classroom furniture back to its original layout.

All furnishings (tables, chairs, lecterns, student desks, AV/IT equipment) must remain in the designated rooms at all times and may not be removed. If there are missing furnishings, please notify the Office of Conferences and Events.

Our goal is to ensure that all faculty, staff, and students have a quality learning experience without the inconvenience and distraction of misplaced, broken, damaged, misplaced or missing furniture and equipment.

Classroom Management Checklist

Please follow this checklist to guide you as your class session begins and ends.

Before class

Scan the room.

If your room is not “class ready”, do your best to follow the classroom layout provided in each room. Ask your students to assist you in that process. Please bring this issue to the attention of Corey Polk, Director of Conferences and Events.

If you notice broken, damage, misplaced or missing furniture or equipment, please report it to the Office of Conferences and Events at conferencesandevents@calbaptist.edu.

During class

Discard trash in the proper receptacles.

Ensure proper usage of furniture and equipment.

End of class

If furniture was moved during your class time, **please take the 5-10 minutes at the end of class** to facilitate the restoration of the classroom in order to provide the following class with a “class-ready” classroom.

Please turn off projector, computer, and erase material written on chalk boards /dry erase boards.

Turn off lights and leave door(s) unlock.

Report broken, damaged, misplaced or missing furniture or equipment to the Office of Conferences and Events at conferencesandevents@calbaptist.edu

If these steps are followed, all classrooms will be “class-ready” for the following class.

Broken, damaged, misplaced or missing furniture

If you find broken, damaged, misplaced, or missing furniture or equipment, please notify the Office of Conferences and Events at conferencesandevents@calbaptist.edu. Please let the office know the building code, room number, and the item that is missing or in need of repair/replacement.

The Office of Conferences and Events will notify Facilities and will submit a work order on your behalf.

If you wish to notify your department's administrative assistant or secretary, please follow the Facilities and Planning Services [Work Order Procedure](#). More information can be found on InsideCBU under the Facilities tab.

Broken, damaged, misplaced or missing technology/AV Equipment

Please notify Information Technology Services at ithelpdesk@calbaptist.edu or dial ext.4444

Failure to restore classroom

Pattern of failing to restore classrooms to its original layout can negatively impact the performance of faculty members and students.

If you notice a pattern of classroom layouts being altered and not restored to its original layout, please notify directly Corey Polk, Director of Conferences and Events at cpolk@calbaptist.edu , and Dr. Wayne Fletcher, Associate Provost of Academic Services at wfletcher@calbaptist.edu . Our priority is to ensure rooms are "class ready" and student and faculty are set up for success.

Time & Classrooms

As a courtesy to all classroom users, we ask faculty and staff to use the classroom for the designated time and vacate the classroom on time. Many times a class or event will be scheduled following your class. In order to reduce the amount of calls we get about people being in a classroom or spaces that are reserved, please vacate the spaces on time. If you need to meet with a student please use your office. If you do not have an office, many department administrative assistant or secretaries can request usage of conference rooms or request a space on your behalf through the Office of Conferences and Events.