

CP 5.1.9

North Carolina Information Highway

Related Board of Trustee Policy: BP 5.1.9

Responsible Official *Vice President for Learning and Student Services*
Approvals *10/17/08*
Revision

Procedure

1. Classes are setup on the Video Network Services (VNS) Electronic Web Scheduler. It is necessary for the request to be made by one authorized staff member who has a thorough knowledge of the NCIH room utilization. The request is submitted via computer. If the session(s) cannot be confirmed, then another time is requested by the person / agency needing the facility.
2. When the NCIH room is scheduled, it is necessary for all participants to be informed of the protocol in using the room. A brief orientation sheet is presented to each person on the room before the session begins. Use of the microphones, cameras, and monitors is highlighted as well as the sensitivity of the technology. This is provided by the facilitator in the room.
3. MTCC is billed monthly by MCNC for any use of the NCIH equipment. As of this date, a fee is charged to recover costs that the college incurs when the NCIH technology is utilized and a technician is required to remain in the room to operate the equipment, through outside agency.