



Calendaring in the School of Nursing

Domain/Division:	Administration / Scheduling	Index	10-12.01
Responsible Unit(s)¹:	Office of Administration	Page:	1 of 2
		Attachments:	0

Authorization Date: 7/1/03

If checked, policy requires Faculty Council Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

Effective 7/1/03
 Reviewed & Approved by Admin. Council: 3/18/03
 Reviewed and Approved for integration into SON 10-11.01 by SON Council Subcommittee on Policy: November 2007
 December 7, 2007 sent to SON community for comment. None received.
 Retired effective December 22, 2007.

POLICY STATEMENT:

Policy Statement:

The official OHSU groupware system, maintained by OHSU using the GroupWise application and available on the OHSU network, Internet Protocol, and over the web, will be the official calendaring and scheduling mechanism for all personnel and for material resources (i.e., conference rooms, portable video projectors) within the School of Nursing. The School of Nursing will schedule all group meetings and appointments using OHSU GroupWise calendaring system. This is inclusive of all School of Nursing departments, campuses, clinical sites, education and research programs.

Rationale for Decision:

This policy is initiated to create a common calendaring mechanism for all individuals and across the various departments, locations, and systems in the School of Nursing. Adherence to this policy will increase administrative efficiency by streamlining scheduling processes, avoiding duplicative systems, avoiding circular emails and phone calls, reducing scheduling errors or omissions, and documenting appointment accept/decline status.

Definitions:

OHSU currently uses GroupWise groupware for Windows based and Apple Mac computers. GroupWise is a groupware application that includes email, calendaring, task lists, and shared document folders. All School of Nursing personnel and students are given a GroupWise ID and password upon hire or program admission. The GroupWise application is available on the OHSU network and is accessible over the Internet using the Windows Terminal Server (WTS) application or the GroupWise web interface (see <http://www.ohsu.edu/gwsecure>). GroupWise calendars may be printed by day, week,

¹ The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight

or month and may be downloaded to Personal Digital Assistant (PDA) devices.

RATIONALE (Only required if intent of policy is unclear):

DEFINITIONS:

IMPLEMENTING PROCEDURES:

Responsible Party: **Action:**

RELATED REFERENCES (if applicable):

NOTES (if applicable):

Committee/Council Chair or Official Administrative Approval required for new policies Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Printed Name Claudia Burnett, MBA	
DEANS APPROVAL (required for new policies). Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Saundra L. Theis, Interim Dean, PhD, RN	

Retired & Integrated into SON 10-11.01