

The RC TLC Classroom (7/116) is located next door to the TLC. We are aware that meeting space is limited on campus, and we have developed the following guidelines for scheduling events in the classroom:

- Priority in scheduling goes to professional development activities for faculty and staff. This can include workshops, information sessions, faculty sharing conference experiences, and practice teaching demonstrations. These events primarily take place between 10am and 5pm.
- Priority for the room goes to events that are open to all faculty and staff.
- If the classroom is not booked for a professional development event, it may also be used for larger faculty meetings. This may include faculty working groups, advisory committees, faculty working with community partners, or faculty interviews. The conference room is available for smaller meetings of 6-8 people.
- The room is not available for student conferences or presentations.

To schedule an event in the TLC Classroom, first check the TLC [Google Calendar](#) for availability. Then email Heather Mayer ([heather.mayer1@pcc.edu](mailto:heather.mayer1@pcc.edu)) with the prospective date and time of the meeting, as well as a description of the event and whether or not it is open to all faculty and staff.