

Policy 4.1.10 UAMS COM Undergraduate Medical Education
Section Educational Administration
Title PROTOCOL FOR TIME OUT TO ENSURE CONNECTIVITY FOR M1/M2 INTERACTIVE SESSIONS
LCME Element(s) 8.7 Comparability of Education/Assessment
Approved By UAMS COM Basic Science Education Subcommittee
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Taking a timeout before an interactive session begins should ensure that both the audio and video is working on both campuses before the event is allowed to proceed.

- Before the start of any M1 or M2 interactive session (TBL, PI, and HPCL, etc.) or lecture that involves Zoom or Teams connectivity between the Active Learning Centers (ALC) or lecture halls on the Little Rock and Northwest campuses, a time out will be taken to ensure that the connection has been established between the two campuses. Both audio and video must be working appropriately on both campuses before the session can begin. This protocol does not apply to in-class lectures conducted and recorded only with Collaborate.
- Prior to the day of an interactive session, a faculty or staff member on each campus will be designated as the points-of-contact for that given interactive session. The points-of contact need not be personally able to fix connectivity issues themselves but need to know from whom to request assistance.
- The point-of-contacts are responsible for the timeout before the session. The points-of contact must confirm with each other that the connection is working and that the session can start. The points-of-contact must remain available for the entire session in case connectivity (audio, video, or both) becomes problematic during the session.
- Students should not be designated as points-of-contact for interactive events because they will typically be involved in an assessment that precludes them from access to communication devices.
- Communication between the points-of contact may occur by text, phone, or email. Communication before the start of the session (the time out) can be over Zoom or Teams, etc., but during the session, the chat function in Zoom and Teams should be avoided, because the chat is not always visible on the podium computer during a screen shared presentation.