

Biomolecular Faculty Group Kal Das Research Suite (BTCIS 207) and BTCIS201 Teaching Suite: Mission and Best Practices

Mission

To model and practice the strengths of cross-disciplinary integration in molecular life sciences as commonly experienced in real-world science.

It is in the best interest of this faculty group to practice autonomy in developing teaching schedules for our shared teaching labs, space allocations, guest use of facilities, etc. Toward this end, advancing issues to personnel outside the group (e.g., dept program directors/chairs and administration) without prior consultation of all the group members is discouraged.

Group Coordinator

To best facilitate effective communication, each year one faculty member of the group will be designated as group coordinator. All matters pertaining to the organization and use of the facilities should be directed to the coordinator who will handle all the necessary internal and external communications to facilitate a fair and coordinated response to the issue. The designated coordinator term will run from June 1 thru May 31st. At the start of each cycle, the new coordinator will communicate their role as point person for the group to Chairs and Directors for Chemistry, Biology and Neuroscience as well as the relevant Associate Deans handling space/scheduling issues. Each member of the group should anticipate serving as coordinator on a rotating basis. The coordinator will organize meetings among the group as needed.

Access/Use of Kal-Das Research Suite and Teaching Spaces

The facilities (space, equipment, teaching labs) described herein are designed for primary use of the members of the Biomolecular faculty group. For the BTCIS201 teaching suite, the primary faculty members and the adjunct faculty members teaching in the suite are those users. The Kal Das Biomolecular Research Suite (BTCIS 207 plus for this document BTCIS 201C and BTCIS 210L) is primarily for research by the primary faculty members of the group. Faculty outside of the group may be given temporary access to the facilities/equipment, but granting permission for extensive use/access (i.e., needing a code to enter the space) is the collective decision of the group members.

In order to facilitate a smooth transition of primary users of teaching labs between semesters and summer sessions, faculty teaching laboratories in the BTCIS201 suite in Fall semesters must completely vacate each lab space by December 31st. Those teaching laboratories in the CIS201 suite in the Spring semesters must completely vacate each lab space by May 15th.

Student Access to Kal-Das Research and Teaching Spaces

Students working in the laboratory spaces as research students must read, agree to and sign a contract each semester explicitly agreeing to a code of conduct pertaining to use of the shared space. These contracts will be maintained (kept on file) each semester by the Biomolecular Faculty Group Coordinator. This code of conduct is in alignment with the Skidmore student honor code found here (<https://www.skidmore.edu/adofsaa/integrity/index.php>). Signed contracts will be maintained (kept on file) each semester by the Biomolecular Faculty Group Coordinator.

Students working in the laboratory spaces must also complete relevant training for the work they are doing (*e.g.*, Basic Laboratory Safety Training, Advanced Laboratory Training, Biosafety Training, and or Hazardous Waste Disposal) before being granted access codes to relevant facilities by their faculty supervisor. Students must follow the [Skidmore College Laboratory Safety and Chemical Hygiene Plan](#); relevant safety guidelines, SOPs, and policies; and expectations of the laboratory instructors.

Research students of the primary faculty members will be provided student access codes to spaces relevant to their work as decided by their research mentor in accordance with their training. Research students should not share access codes with anyone else as doing so is a violation of the Skidmore Honor Code.

Student workers for lab courses being taught in the BTCIS 201 suite (*e.g.*, lab assistant, peer mentor, etc.) will be provided semester-specific student access codes to spaces relevant to the lab course being taught. Student workers should not share access codes with anyone else as doing so is a violation of the Skidmore Honor Code.

Students taking a course may be provided semester-specific student access codes to the relevant ancillary room (*e.g.*, BTCIS 201A and BTCIS 20G). The default expectation is that students enrolled in lab courses will not be granted access codes to additional spaces unless approved by the collective decision of the relevant group members. Students should not work in the teaching labs (BTCIS 201D and 201F) outside of the scheduled time for the lab course unless under the direct supervision of the lab instructor or their designee.

Biomolecular Faculty Group, Shared Research and Teaching Facilities

Primary Faculty Group Members (Associated Department/Program); Office

- Jennifer Bonner (Biology); Office 210C
- Madushi Raththagala (Chemistry); Office 210E
- Sara Lagalwar (Neuroscience); Office 280E
- Sylvia McDevitt (Biology); Office 210B
- Kelly Sheppard (Chemistry); Office 210D
- Patricia Hilleren (Biology); Office 210A

Adjunct Members (Associated Department/Program); Office

- Maryuri Roca (Chemistry) as Instructor in Biochemistry labs; Office 310F
- Josephine Loricco (Biology) as Protein Structure & Function lab instructor; Office 310K
- Emily Le Sage (Biology) as instructor of biology lab; Office 230B

Major Shared Research Facilities in BTCIS Suite 207 and BTCIS210L

Online reservation system for the Kal Das Biomolecular Research Suite write-up room, computation room at large station, PC and Mac computer carts for teaching labs can be made by group members at <https://www.skidmore.edu/kdbrs/schedule/>.

- BTCIS 207C Large Instrumentation Room
- BTCIS 207D Cold Room
- BTCIS 207E Chem Prep
- BTCIS 207I Radiation Room - group members with radiation license (not College-wide access; currently Pat and Kelly are users)
- BTCIS 207A Write Up/Discussion
- BTCIS 210L Computer Room (each research group, one computer station; however, at large station can be scheduled)

The following specialized research rooms have designated primary group users who have authority over the indicated spaces. The indicated faculty member needs to approve additional usage for the specialized room The specialized rooms (and faculty supervisor):

- BTCIS 207H Cell Culture (Sara Lagalwar)
- BTCIS 207G Developmental (Jennifer Bonner)
- BTCIS 207F Specialized Biochemistry (Madushi Raththagala)
- BTCIS 201C BSL-2 (Sylvia McDevitt)

Note access to BTCIS 207F, 207G, and 207H requires approval to the shared research suite, which requires approval by the collective decision of group member. However, approval by the group to the research suite alone does not mean approval to use the specialized research rooms.

Major Shared Teaching Facilities in the Suite BTCIS201

Priority for scheduling use of teaching labs within this suite is given to courses in Microbiology, Biochemistry and Molecular Cell Biology largely directed by Sylvia, Pat, Kelly, Madushi, and associated lab instructors.

- BTCIS 201D Teaching Lab; Various Labs; ½-time BSL2 (one semester/year)
 - PC tablet/laptop cart
- BTCIS 201A Ancillary Space for 201D
- BTCIS 201F Teaching Lab; Various Labs
 - Macbook laptop cart
- BTCIS 201G Ancillary Space for 201F
- BTCIS 201E Prep Lab (shared between those teaching in BTCIS 201D and 201F)

The laptops are primarily for use in the relevant lab courses. Scheduling of the laptop carts outside of the lab course hours shall be made online with the understanding that all the laptops will be returned and available in time for the relevant lab courses. When BTCIS 201D is a BLS2 teaching lab room, the PC tablet/laptop cart cannot leave the space.

Shared Biomolecular Neuroscience Teaching Lab (BTCIS 261)

The Biomolecular Neuroscience Teaching Lab (BTCIS 261) and associated support room (BTCIS 284) is shared space between Neuroscience (Sara Lagalwar and Chris Vecsey) and the particular members of the Biomolecular faculty group (Sara Lagalwar and Jennifer Bonner) for teaching the laboratory sections of NS 201, NS 202, and BI 247 as well as their 300-level lab courses. As such, Sara, Chris, and Jennifer, will formulate the expectations for use of BTCIS 261 and BTCIS 284, and have priority for scheduling use of the BTCIS 261 teaching lab and BTCIS 264 support space.