

## **Charge for University Space Utilization Committee**

**10/23/08**

As outlined in University Regulations (3-7-115), facilities are considered a resource for the University; they are designated as state property and primarily intended to support continuing programs of instruction, research and diversified service to enrolled students. Academic facilities are not owned by individual units.

In order to manage space in keeping with the best interests of the campus and University's mission, a University-wide Space Utilization Committee will be formed with representation from: Academic Affairs, Academic Scheduling, Conference Services, Facilities Management, Faculty Senate, Information Technology, and the Office of the Registrar.

The Space Utilization Committee is charged with exploring the effective use of instructional, research, and office space and making recommendations to the Provost and the Senior Vice President for Finance and Administration. Specifically, the Committee is charged with the following:

- Generating space utilization reports (with the support of X25 software).
- Identifying inconsistencies between enrollments and space utilization.
- Updating partitions and preferences in the current S25 system.
- Utilizing S25 to its full capacity (currently 85% of classrooms are pre-assigned).
- Creating a space allocation request policy and, once this policy is approved, serving as the reviewing body. The policy should include requests for: pre-assigned rooms, specialized rooms, and modifications of current space.
- Reviewing existing time/scheduling policies and updating as needed.
- Recommend appropriate staffing resources to update and maintain an accurate space inventory
- Review and recommend changes to the existing course offering time distribution to relieve classroom bottleneck during peak times.