Academic Affairs Space Planning

Charge to Academic Affairs Space Coordinator and Academic Affairs Space Planning Team

2008

Academic Affairs Space Coordinator (AASC): Sue Provenzano

Academic Affairs Space Planning Team (AASPT): Sue Provenzano (chair), Joan Stone, Ash Rao, Robert Ulin, Kristen Waterstram-Rich, Don Boyd, Chan. McKenzie, and Joe Loffredo. This is a standing team and is to represent Academic Affairs as a whole and is to report to the various constituency groups: Deans’ Council, Provost Council, Academic Senate, and Academic Innovation Council. This group meets as determined by the chair.

Charge: The purpose of the AASPT and the AASC is to encompass academic affairs planning regarding space utilization, needs, and requests. All such usage and plans are subject to my approval.

Guiding principles:
- Academic Affairs is at the heart and soul of RIT and therefore its space needs are paramount.
- The President of RIT and the Board of Trustees control space, not any individual unit.
- Because space is a financial resource and expense for the campus, it is incumbent on Academic Affairs to efficiently and effectively use space on campus.
- It is imperative that Academic Affairs, as a whole, coordinates and plans for new space to meet the needs of the academic programs, the students, and the research needs of the faculty.
- Where possible, space usage should support collaboration and multidisciplinary work.

Objectives:
- Objective #1: Develop an ongoing list of short term immediate needs and requests so that Academic Affairs and Finance and Administration can work closely together as opportunities arise. These needs and requests must be directed only to the most urgent and real needs; this is not the time or place to ask for space that would be “nice to have”. Specifically:
  - Address short term needs for general classrooms – especially those for the upcoming quarters.
  - Address immediate and urgent research lab needs of our research faculty.
  - Address faculty office space where there may be faculty doubled up together. By faculty, I refer to instructors, lecturers, tenure-track and tenured faculty.
The horizon for this short-term list should be from now until 18 months out.

- Objective #2: Coordinate with the group that is recommending space planning procedures led by Dr. Mayberry. I have asked Fred Walker to be the deans representative on this group.
- Objective #3: Develop and implement a planning process for long-term Academic Affairs space needs. The team above will be the primary planning group.
- Objective #4: Ensure that appropriate space needs are discussed at the various administrative groups and during budget hearings.
- Objective #5: Define a set of metrics for effective space utilization that reflect the requirements of academic affairs. Work with Finance and Administration to reflect space utilization studies with these metrics in mind.