

## Academic Affairs Space Planning

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

2008

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**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 multi-disciplinary 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.