

1 LEARNING SPACES EXECUTIVE COMMITTEE

1.1 Charge

This committee will provide advice to the provost concerning the scheduling, use, renovation and creation of learning spaces on campus. Learning spaces include classrooms, laboratories, study areas, computer clusters and other rooms where students learn and study.

1.2 MEMBERSHIP

Members shall include representatives from the Registrar, Facilities Management, Information Technology, the Office of Teaching and Learning and the Library. The committee will be chaired by the Vice Provost for Academic Affairs.

1.3 DUTIES

- Meet on a regular, scheduled basis
- Solicit proposals for renovation and repair of learning spaces
 - Request such proposals from Deans and other relevant units
 - Implement protocol established by Learning Spaces Advisory Committee
 - Review and prioritize proposals
- Formulate standards for usage of classrooms, including target hours of use per week and seat fill
- Create a design manual for classrooms
- Analyze current classroom utilization data and solicit faculty and student feedback on such use,
- Seek input from the Learning Spaces Advisory Committee

2 LEARNING SPACES ADVISORY COMMITTEE

2.1 CHARGE

This committee will provide advice to the Learning Spaces Executive Committee concerning policies and goals for learning spaces on campus.

2.2 MEMBERSHIP

Members shall include a representative from each academic college, faculty senate, staff senate, student senate and student affairs. The Committee will be chaired by the Vice Provost for Academic Affairs.

2.3 DUTIES

- Meet on a quarterly basis,

- Establish protocol for requests related to the renovation, use and re-purposing of learning spaces,
- Set long-term goals and priorities for the configuration and use of learning spaces,
- Review and make recommendations for class and final exam scheduling,
- On a regular basis, solicit input from governance groups on campus.