A. FUNCTION.

A-1: To develop and oversee a systematic approach for evaluating, building, and maintaining modern learning spaces on an ongoing basis, implement, and manage scheduling policies and procedures to ensure the impartial and principled use of university facilities, both buildings and grounds, consistent with accreditation standards.

A-2: To monitor and report on classroom and class lab utilization, offering recommendations to the Space Advisory Council regarding any conversion from centrally scheduled learning spaces to departmentally scheduled, or vice versa.

A-3: To develop classroom and teaching lab renovation priorities; also develop design and technical standards in support of continuous learning space improvements and implementation of curriculum management of impacts of events, programs, and multiple events on daily University operations.

A-4: To evaluate and recommend changes current scheduling policy to ensure flexibility in meeting the needs of modern active learning spaces, ensure the effective resolution of scheduling conflicts.

A-5: To make recommendations on prioritization of budgeted expenditures for any general or departmental classroom construction, renovation, major maintenance and/or equipment upgrade project. Communicate information to the campus and community concerning facility use, policy, and procedures.

B. STRUCTURE. The Registrar, or designee, shall serve as Chair and one additional member from the Registrar’s Office; two members from facilities selected by the assistant vice president of facilities, one faculty member, the chair of the Department of Health, Physical Education, Recreation & Dance, the chair of Lionel Hampton School of Music, the chair of Theatre Arts and Film, the risk management officer, the director of Commons and Union/Campus Recreation, the director of Conference Services, the associate registrar, the manager of KIBBIE/Memorial Gym/Pool Center, the associate director of Athletics, the facilities planner, two ASUI representatives; one member selected by the senior executive director from each of the following areas: Information Technology, Center for Excellence in Teaching and Learning (CETL), Purchasing; and the Director of General Education, ex officio without vote, from the Student Recreation Center Board and one from the Student Union-Commons Board.

C. CONTEXT: A systematic approach for evaluating the creation and/or maintenance of classroom environments that are acceptable, sustainable and which effectively facilitate the teaching and learning processes is essential. Numerous discussions with faculty, administration, and staff point to the lack of coordination among the many people who are involved with classrooms. This has contributed to classroom environments which no longer effectively facilitate the teaching and learning process. A coordinated strategic approach moving forward will ensure that classroom environments effectively support the instructional mission of the University and that policy and procedures are in place to facilitate equitable scheduling practices with good classroom utilization rates. UI Facilities are used by multiple programs, including academic programs, intercollegiate athletics, campus recreation programs, and by multiple constituencies including students, faculty, staff, retirees, alumni, and visitors. As demand for university facilities increases, there will be increasing potential for scheduling and scheduling policy conflicts. Policies and procedures for ensuring the impartial and principled resolution of those scheduling conflicts will be critical.

D. MAJOR OBJECTIVES:
D-1. To analyze the issues associated with scheduling and resolving facilities scheduling conflicts.

D-2. To develop effective policies and procedures for University facility use that:
   a. support the general educational mission of the University;
   b. maximize opportunity to provide a revenue stream from facilities when such uses do not conflict with the mission of the University;
   c. minimize risk of loss associated with the goals, finances, operations, compliance;
   d. provide for the impartial, principled scheduling of facilities and for resolving scheduling conflicts, while ensuring both efficient use of the facilities and an efficient scheduling process.

D-3. To develop systematic assessment methods and procedures (when needed) which demonstrate the effectiveness and impartiality of the scheduling process.

D-4. To provide those with programs or activities in these facilities with an on-going opportunity for representative participation in the scheduling process.