

# Academic Affairs Manual

## Principles of Academic Affairs Facilities and Equitable Space Management

### Overview

The *Academic Affairs Facilities & Space Committee (AAFSC)* was established in response to a Faculty Policy Committee resolution (FPC 02-06) of the Academic Senate and the recommendation of the Academic Master Plan Council. Both suggested that the Division of Academic Affairs establish a committee to make recommendations and take actions related to instructional space and facilities in the University.

### Committee and Charge

The *Academic Affairs Facilities & Space Committee* is co-chaired by the Associate Vice President of Academic Resources Management & Planning and the Coordinator of Academic Facilities and Class Schedule. The committee comprises the Associate Deans, a University Library representative, a faculty member (tenured, tenure track or lecturer) from each college appointed by the Academic Senate (2 year staggered terms of appointment), a representative from Facilities Services, a representative from Administration and Finance, two students appointed by the ASI, the College Schedulers, a representative from Mediated Instruction and Distance Learning, a representative from Disabled Student Services, and a representative from Information Technology.

AAFSC is charged with making recommendations to the Provost and College Deans for overall academic space planning. This includes the allocation of academic space, development of strategic objectives, space management, identifying and prioritizing minor capital outlay projects, ensuring that space policies and processes are enforced, aligning the division's inventory of space with the campus facilities database and strengthening relations between Academic Affairs and Administration and Finance (Facilities Planning and Construction Management).

The *Principles* provided here articulate guiding principles for space decisions, including the allocation and management of academic space, and is based on frameworks developed at five sister CSU campuses: Fresno, Fullerton, Sacramento, San José, and San Marcos. These principles, guidelines, and criteria are intended to deal with the planning, allocation and management of space within the Academic Affairs Division and its constituent units.

### General Principles

31. **Academic space is a fundamental and critical** university resource, which requires effective stewardship to address the core mission and goals of the institution.
32. Space is **owned by the CSU-system Trustees** as leased by California State University, Dominguez Hills who has delegated the authority for its management to the President of the University and his or her designees. The institution's colleges/schools, departments, programs, and other Academic Affairs units are expected to be effective users of the spaces that are **assigned** to them, according to strategic and programmatic goals and institutional needs.
33. All **academic space is allocated and can be reassigned consistent with the CBA**, based on changes in demand, special functional designs, program growth or contraction, and changes in curricula, instructional deliveries, support functions, faculty recruitments, grant activities, and specialized uses which are supportive of the learning, teaching, and research mission of the engaged university.
34. Detailed **implementation of those allocations within the Academic Affairs division will normally follow college-level hierarchies**. College Deans (or their designees) play a central role in decision-making about allocations and usage within their respective college/school and may exercise flexibility addressing the changing space needs within their units. With the exception of changes in the primary function of the space, renovations that change the assignable square feet of a room must be reviewed by Facilities Planning & Construction Management (FPCM).
35. The Provost and Vice President for Academic Affairs upon recommendation and/or consultation with AAFSC, **may routinely assign and reassign academic space**. Controversial or conflicting requests across colleges will be adjudicated by the Provost for Academic Affairs (or designee) in consultation with College Deans.
36. **Consultation with the Academic Affairs Facilities & Space Committee (AAFSC) must occur when campus planning initiatives are planned and presented by other divisions** on campus that will affect or alter the design, use, or allocation of space used by an academic unit.
37. The university shall **utilize academic space standards established by the California State University Chancellor's Office as a framework** for utilization and allocations but those will be supplemented by University standards and guidelines reflective of the distinctive needs and campus.

### Classroom Space

8. As a critical resource, classroom space (broadly defined as any instructional space that may be used for direct instruction or for scheduled laboratory, field, activity, or studio space experiences) must receive ***sustained investment in its quality and functionality***.
9. As specified in the Class Schedule Production Timeline, non-exclusive classrooms will revert to centralized space and will be available for scheduling by all colleges.
10. Specific ***classrooms may move into, or out of, the General-Use category*** as changes arise in university-wide needs, priorities, and other factors based on discussion as determined by the AAFSC.
11. The university shall strive to ***provide a mix in the quantity and types of instructional rooms*** which is appropriate to the learning and teaching activities of the campus.
12. AAFSC shall conduct ***periodic analytical assessments of the utilization of classrooms and programmatic plans***. Information from those assessments and systematic planning shall be used to determine need and make future allocations and reallocations. Such assessments and linked decisions about allocations and reassignments of classrooms will be conducted ***at least once every four years***.
13. The ***care of all classrooms and related instructional space is a shared responsibility***, involving Facilities Services, Information Technology, colleges, departments, programs, units, and other users, including faculty and students.
14. Support for the ***instructional technologies in General-Use classrooms shall be provided and funded centrally*** by the university.

### Specialty Instructional Space

15. ***Specialized instructional spaces***, such as laboratories or studios containing distinctive equipment, will be regarded as ***college-managed space***. The utilization of those areas should conform to effective-use principles that are appropriate to the program, types of instruction, and potential for shared-use.
16. Allocations of the quantity and diversity of specialized instructional space shall be ***appropriate to a program's size and distinctive character***.
17. Whenever possible, the university will provide an ***annual allocation of funds to each college as appropriate to be used for equipment, furnishings, and room upgrades*** in specialized instructional spaces. AAFSC will recommend to the Provost the distribution of these funds. Colleges should coordinate furniture/equipment and room upgrades with FPCM to ensure ADA access, building codes, and conformance with overall University standards are considered.

18. To the greatest extent possible, specialized instructional space should be **co-located** with the instructional rooms used by a department or program.
19. **Agricultural fields and facilities, sports/recreational field spaces and other outdoor use areas including sports/recreational facilities** are considered essential to the academic program on our campus. When appropriate, these areas/facilities may be shared among academic and non-academic users. **Consultation with AAFSC and relevant parties** on the allocation, design and use of these areas/facilities is **required** when any change is proposed or planned by any unit on campus.

### **Faculty Offices, Research Space & Administrative Support Space**

20. The university recognizes the importance of space for faculty to prepare for **teaching**, conduct **research**, and meet individually with students. To those ends, all **full-time tenured and tenure-track faculty shall be provided with office and research space consistent with university standards**, unless a faculty member requests otherwise.
21. **All full-time faculty, department chairs, and program coordinators shall be limited to no more than one office.** Secondary office areas may be assigned if there is a specific need (e.g., externally-funded research) and are approved by the college/school Dean.
22. Full-time **tenured and tenure-track faculty teaching solely online courses** shall be provided and assigned **shared office spaces**, unless they are physically present on campus more than 25% of the time.
23. To the extent possible, **full-time faculty and the administrative support offices of a department or program shall be co-located**, preferably on a single floor of one building or within a single building.
24. Part-time faculty and participants in the **Faculty Early Retirement Program (FERP)** shall be provided and assigned **shared office spaces**.
25. **Emeritus faculty** shall be provided and assigned **shared office spaces**, subject to availability.

### **Other Academic Space**

26. Specialty space, such as laboratory preparation rooms, equipment storage, and locations of specialized instructionally-related equipment shall be **located in close proximity to a program's direct instructional space whenever possible**.
27. **Conference rooms shall serve multiple academic departments or programs** and shall be managed by the respective college Dean's offices or departments as delegated.

28. Academic Affairs is committed to providing ***centralized advisement spaces and informal gathering spaces for students and faculty*** as appropriate to the mission and activities of the colleges and its units. AAFSC shall make recommendations to the Provost on these issues.

### **Off-Campus Space**

29. ***The university supports the use of off-campus, community space*** at no cost to programs/university ***when suitable academic space is not available on campus***. All off-campus locations must be reviewed by AAFSC and recommended for further review and approval by other applicable departments and offices, such as the Dean, the University Curriculum Committee, Procurement, Financial Aid, etc. and entered into the student system by the Academic Resources Management & Planning office for academic scheduling.
30. ***Colleges may rent/lease off-campus space*** to meet the needs of programs or grants.
31. ***If off-campus space becomes unavailable to house academic programs***, the university must work with the college to secure classrooms/labs as required.

### **Space Requests**

32. AAFSC shall be the responsible body for implementing the space allocation and assignment policy, for Academic Affairs. FPCM in the division of Administration and Finance has the overall campus responsibility for space management. (Per EO 65 and delegation of authority.)
33. AAFSC shall receive all space requests for assignment of new or reassignment of existing academic/instructional physical space and will review requests for any exceptions to the space policy.
34. Individuals requesting new or reassignment of existing academic/instructional physical space must complete and submit an Academic Affairs Space Request Form, signed and approved by the department chair/program director and college Dean, to the Academic Resources Management & Planning Office. Space requests may require consultation and project planning with the division of Administration & Finance, Information Technology, and Academic Resource Management & Planning offices prior to submission.
35. All space requests associated with a grant proposal must be approved by the space approval process before any grant commitments are made.
36. All Academic Affairs Space Requests shall be aligned with the Academic Master Plan and the appropriate College Academic Plan. The request shall meet one or more of the following criteria: 1) maximum utilization of space for instructional purposes contributing to program

quality; 2) potential for department/program growth and demonstrated need; and/or 3) pedagogical needs to deliver effective and high quality instruction.

37. All space requests shall be presented and discussed by the AAFSC. AAFSC will make recommendations to the Provost for approval.
38. In Academic Affairs, space requests that require space functionality changes and/or a need for space outside the division, the Provost shall make recommendations to the Vice President for Administration & Finance for final approval.

### **Minor Capital Outlay Projects**

39. The division of Administration & Finance shall solicit campus-wide requests for minor capital outlay projects each year, as funding is available.
40. AAFSC shall request each college to submit a prioritized list of recommended minor capital outlay projects for their area. Hazard and safety issues should be given top priority, unless special circumstances exist. A college representative will present each project to the committee. AAFSC will select and prioritize minor capital outlay projects and submit to the Provost for approval. Once approved, the list will be provided to Administration & Finance.

### **Enhanced Technology Classrooms**

41. AAFSC shall strengthen and support academic programs and provide the resources faculty require to teach effectively; including providing teaching facilities that are technologically enhanced, where possible and as funding is available.
42. AAFSC shall request each college to submit a prioritized list of recommended classrooms and labs to enhance. A college representative will present each case to the committee. AAFSC will select and prioritize a list and submit to the Provost for approval. Once approved, the list will be provided to Information Technology.

Approved: \_\_\_\_\_ Ellen Junn \_\_\_\_\_ Date: \_\_\_\_\_ 12/4/14 \_\_\_\_\_