

Request for Allocation of Academic Space/ Change of Space Use

Please Submit this Form for One of the Following Reasons:

- Academic Space assigned under the RCM/ABB and long-term reassignments
- Reclassification of use (e.g., general classroom to department controlled classroom)
- Reassignment within internal administration (e.g., CEPS to COTS)
- Reassignment between external administration (e.g., ASL to BFA)

Part 1: Requestor/Unit Contact Information *(Person serving as primary contact)*

Name: **Martha Kurtz** Title: **Associate Dean** Phone: **x2622**

Department/Unit: **Biological Sciences** College/Division: **COTS** Email: **Martha.Kurtz@cwu.edu**

Part 2: Purpose of Request

Briefly describe the need for space and the reason your unit is requesting space.

The Biological Sciences Department requires a dedicated space to teach ecology labs. The department agreed, on a trial basis, to let their dedicated lab space be opened for general use. After several iterations of scheduling, it is clear that this arrangement is not working and is putting students, faculty, and staff at risk. Outside the department users are not observing safety protocols posted on the laboratory door leading to failed experiments at best and at worst the potential for harm to student, faculty, and staff.

Part 3: Space Request Information

A. Describe the type(s) of room requested and the intended use of each space. Attach a narrative, spreadsheet or other supporting materials as needed.

- i. Room Use Description (e.g. reception, faculty or staff office, workroom, conference room, storage, teaching lab, research lab, research or teaching support space, departmental classroom, etc.).

The main function will be to support hands-on ecology laboratory exercises and eliminate unsafe laboratory practices associated with use by people not familiar with laboratory protocols.

- ii. Number of Occupants.

Must support 24 students in the lab at one time.

- iii. Type of Occupants (e.g. faculty by rank, staff, T/A, R/A, or other non-CWU constituents, etc.; include occupant titles and whether new hire(s) or existing employee(s), etc.).

Primarily one department faculty (tenured, tenure-track and non-tenure-track) with 24 students at a time plus a graduate teaching assistant in laboratory courses.

B. If specific rooms are requested: 1) Provide the facility name and room number for each room, 2) If occupied, identify current occupant and proposed mitigation for the requested change, and 3) Identify whether the

requested area will require modification, renovation or if any new infrastructure is required to support the proposed change in assignment or use.

Science I Room 126; currently classified as general use; no renovation necessary.

C. List any special requirements of the space requested (e.g., location, access, equipment, adjacencies, etc.).

Need AV system; lockable door; equipment storage.

D. What, if any, space will be vacated by your department/unit if a new allocation is made?

None.

Part 4: Space Needs Assessment

A. In what way is your current allocated space inadequate for the identified need?

The space requested is used as an ecology lab space but not exclusively. After allowing non-department courses to use the space it is clear that posted safety protocols are not being followed. This puts faculty, students, and staff from the biological sciences department at risk as well as the students and faculty from outside the department that use the space.

B. Identify the effective date of the need. If the requested space is needed on a temporary basis, identify when the space will be vacated. Identify any other timing needs (e.g., need to move during a term break, in coordination with another activity, etc.). Assuming the space request is approved, provide a rough schedule of activities and timeline until space is fully occupied and functional.

Fall 2019. Space will be fully utilized immediately to cover departmental laboratory needs.

C. Describe how this request with the strategic plan, role and mission of the unit, college/division, and University.

The space will allow the department to safely (university Core Value) carry out the University Strategic Plan, especially Core Theme 1: Teaching and Learning and Core Theme Three: Scholarship and Creative Expression.

D. How will you pay for furnishing, equipment, moving and/or renovation costs of the requested space? (Note: If using grant/award money, please confirm that this is an approved use of the funds and the maximum amount available. Please also note if space is a required match if this is a grant funded operation)

No additional furnishing, equipment, moving and/or renovation costs are required. The space was built to be an ecology lab room for the Biological Sciences Department.

Part 5: Approval to Submit Request

By signing, the dean/vice president/assoc. provost/Provost asserts that the requested need cannot be met within existing space currently allocated to the College/Division. Further, the signer acknowledges the applicability of budget model requirements concerning the distribution of operations and maintenance expenses for space based on unit space allocations.

Signature of Dean/Vice President/Assoc. Provost/ Provost: _____



Printed Name: Tim Englund

Date of Approval: 4/1/19

Part 6: Provost Council Recommendation:

Received by Committee; Date: ___/___/___ Disposition:

[Date: ___/___/___]

Notes:

Part 7: Space and Equipment Committee Recommendation:

Received by Committee; Date: ___/___/___ Disposition:

[Date: ___/___/___]

Notes:

Part 8: BEC Recommendation:

Received by Budget Executive Committee; Date: ___/___/___ Disposition:

[Date: ___/___/___]

Notes:

Part 9: Cabinet Approval:

Received by Cabinet; Date: ___/___/___ Disposition:

[Date: ___/___/___]

Notes:

