

TO: Gayla Stoner, Chair, Space and Equipment Budget Subcommittee

FROM: Tim Englund, Dean, College of the Sciences TFE

Date: April 13, 2018

RE: Releasing COTS classrooms to general use classrooms

During this academic year COTS Associate Dean Martha Kurtz has worked with all COTS departments to identify classrooms that could be opened up to the greater campus community to schedule courses for more efficient use of classroom spaces. She has identified 11 such classrooms.

Location Name	Dept.
✓ DEAN205	ANTH
✓ DEAN208	ANTH
✓ DEAN209	ANTH
✓ DEAN211	GEOG
✓ DEAN214	GEOG
✓ PSYC217	PSY
✓ PSYC220	PSY
✓ SCCN204	PHYS
✓ SCCN206	GEOG
✓ SCIE115	SCED
✓ SCIE126	BIOL

Attached please find the required forms to transfer these classrooms from department scheduled spaces to general use spaces.



Request for Release of Academic Space

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- 1. Academic Space assigned under the RCM/ABB and long-term reassignments
2. Reclassification of use (e.g., general classroom to department controlled classroom)
3. Reassignment within internal administration (e.g., CEPS to COTS)
4. 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: Ext. 2622
Department/Unit: Dean's Office College/Division: COTS Email: Martha.kurtz@cwu.edu

Part 2: Description of Space to be Released:

Building Name Dean Hall Room # 205 Current Use ANTH Classroom Square Footage

Part 3: Reason for Release: COTS/Anthropology is not using Dean Hall Room 205 space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

Part 4: Timing and Condition of Space to be Released:

A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

B. List any fixed or specialized equipment in the space that will need to be removed. Who will provide funding to vacate the space?

Part 5: Approval to Submit Request to Release Space:

By signing, the dean/vice president/assoc. provost/provost agrees to release this space for redistribution.

Signature of Dean/Vice President/Assoc. Provost/ Provost: [Signature]

Printed Name: Tim Englund

Date of Approval: 4 / 13 / 18

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: \_\_\_/\_\_\_/\_\_\_]

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Part 9: Cabinet Approval:

Received by Cabinet; Date: \_\_\_/\_\_\_/\_\_\_ Disposition: [Date: \_\_\_/\_\_\_/\_\_\_]

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3. Reassignment within internal administration (e.g., CEPS to COTS)
4. 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: **Ext. 2622**  
 Department/Unit: **Dean's Office** College/Division: **COTS** Email: **Martha.kurtz@cwu.edu**

**Part 2: Description of Space to be Released:**

Building Name Dean Hall Room # 208 Current Use ANTH Classroom Square Footage \_\_\_\_\_

**Part 3: Reason for Release:** COTS/Anthropology is not using **Dean Hall Room 208** space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

**Part 4: Timing and Condition of Space to be Released:**

A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

B. List any fixed or specialized equipment in the space that will need to be removed. Who will provide funding to vacate the space?

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*By signing, the dean/vice president/assoc. provost/provost agrees to release this space for redistribution.*

Signature of Dean/Vice President/Assoc. Provost/ Provost:  \_\_\_\_\_

Printed Name: Tim Englund Date of Approval: 4 / 13 / 18

**Part 6: Provost Council Recommendation:**

Received by Committee; Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Disposition: \_\_\_\_\_ [Date: \_\_\_\_/\_\_\_\_/\_\_\_\_]

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**Part 7: Space and Equipment Committee Recommendation:**

Received by Committee; Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Disposition: \_\_\_\_\_ [Date: \_\_\_\_/\_\_\_\_/\_\_\_\_]

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**Part 8: BEC Recommendation:**

Received by Budget Executive Committee; Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Disposition: \_\_\_\_\_ [Date: \_\_\_\_/\_\_\_\_/\_\_\_\_]

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**Part 9: Cabinet Approval:**

Received by Cabinet; Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Disposition: \_\_\_\_\_ [Date: \_\_\_\_/\_\_\_\_/\_\_\_\_]

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4. 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: Ext. 2622
Department/Unit: Dean's Office College/Division: COTS Email: Martha.kurtz@cwu.edu

Part 2: Description of Space to be Released:

Building Name Dean Hall Room # 209 Current Use ANTH Classroom Square Footage

Part 3: Reason for Release: COTS/Anthropology is not using Dean Hall Room 209 space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

Part 4: Timing and Condition of Space to be Released:

A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

B. List any fixed or specialized equipment in the space that will need to be removed. Who will provide funding to vacate the space?

Part 5: Approval to Submit Request to Release Space:

By signing, the dean/vice president/assoc. provost/provost agrees to release this space for redistribution.

Signature of Dean/Vice President/Assoc. Provost/ Provost: [Handwritten Signature]

Printed Name: Tim Englund Date of Approval: 4 / 13 / 18

Part 6: Provost Council Recommendation:

Received by Committee; Date: \_\_\_/\_\_\_/\_\_\_ Disposition: [Date: \_\_\_/\_\_\_/\_\_\_]

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4. 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: Ext. 2622
Department/Unit: Dean's Office College/Division: COTS Email: Martha.kurtz@cwu.edu

Part 2: Description of Space to be Released:

Building Name Dean Hall Room # 211 Current Use GEOG Classroom Square Footage

Part 3: Reason for Release: COTS/Geography is not using Dean Hall Room 211 space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

Part 4: Timing and Condition of Space to be Released:

A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

B. List any fixed or specialized equipment in the space that will need to be removed. Who will provide funding to vacate the space?

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By signing, the dean/vice president/assoc. provost/provost agrees to release this space for redistribution.

Signature of Dean/Vice President/Assoc. Provost/ Provost: [Handwritten Signature]

Printed Name: Tim Englund Date of Approval: 4 / 13 / 19

Part 6: Provost Council Recommendation:

Received by Committee; Date: \_\_\_/\_\_\_/\_\_\_ Disposition: [Date: \_\_\_/\_\_\_/\_\_\_]

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Part 7: Space and Equipment Committee Recommendation:

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

Name: **Martha Kurtz** Title: **Associate Dean** Phone: **Ext. 2622**  
 Department/Unit: **Dean's Office** College/Division: **COTS** Email: **Martha.kurtz@cwu.edu**

**Part 2: Description of Space to be Released:**

Building Name Dean Hall Room # 214 Current Use GEOG Classroom Square Footage \_\_\_\_\_

**Part 3: Reason for Release:** COTS/Geography is not using **Dean Hall Room 214** space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

**Part 4: Timing and Condition of Space to be Released:**

A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

B. List any fixed or specialized equipment in the space that will need to be removed. Who will provide funding to vacate the space?

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*By signing, the dean/vice president/assoc. provost/provost agrees to release this space for redistribution.*

Signature of Dean/Vice President/Assoc. Provost/ Provost: \_\_\_\_\_

Printed Name: Tim Englund Date of Approval: 4 / 13 / 18

**Part 6: Provost Council Recommendation:**

Received by Committee; Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Disposition: \_\_\_\_\_ [Date: \_\_\_\_/\_\_\_\_/\_\_\_\_]

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Received by Committee; Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Disposition: \_\_\_\_\_ [Date: \_\_\_\_/\_\_\_\_/\_\_\_\_]

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4. 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: Ext. 2622
Department/Unit: Dean's Office College/Division: COTS Email: Martha.kurtz@cwu.edu

Part 2: Description of Space to be Released:

Building Name PSYC Room # 217 Current Use Psychology Classroom Square Footage

Part 3: Reason for Release: COTS/Psychology is not using PSYC 217 space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

Part 4: Timing and Condition of Space to be Released:

A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

B. List any fixed or specialized equipment in the space that will need to be removed. Who will provide funding to vacate the space?

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Signature of Dean/Vice President/Assoc. Provost/ Provost: [Handwritten Signature]

Printed Name: Tim England Date of Approval: 9/13/18

Part 6: Provost Council Recommendation:

Received by Committee; Date: \_\_\_/\_\_\_/\_\_\_ Disposition: [Date: \_\_\_/\_\_\_/\_\_\_]

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Part 7: Space and Equipment Committee Recommendation:

Received by Committee; Date: \_\_\_/\_\_\_/\_\_\_ Disposition: [Date: \_\_\_/\_\_\_/\_\_\_]

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Name: **Martha Kurtz** Title: **Associate Dean** Phone: **Ext. 2622**  
 Department/Unit: **Dean's Office** College/Division: **COTS** Email: **Martha.kurtz@cwu.edu**

**Part 2: Description of Space to be Released:**

Building Name PSYC Room # 220 Current Use Psychology Classroom Square Footage     

**Part 3: Reason for Release:** COTS/Psychology is not using PSYC 220 space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

**Part 4: Timing and Condition of Space to be Released:**

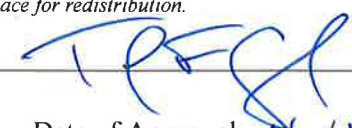
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Signature of Dean/Vice President/Assoc. Provost/ Provost:  \_\_\_\_\_

Printed Name: Tim Englund Date of Approval: 4/13/18

**Part 6: Provost Council Recommendation:**

Received by Committee; Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Disposition: \_\_\_\_\_ [Date: \_\_\_\_/\_\_\_\_/\_\_\_\_]

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**Part 7: Space and Equipment Committee Recommendation:**

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Name: **Martha Kurtz** Title: **Associate Dean** Phone: **Ext. 2622**  
 Department/Unit: **Dean's Office** College/Division: **COTS** Email: **Martha.kurtz@cwu.edu**

**Part 2: Description of Space to be Released:**

Building Name SCCN Room # 204 Current Use Physics Classroom Square Footage \_\_\_\_\_

**Part 3: Reason for Release:** COTS/Physics is not using **Science II 204** space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

**Part 4: Timing and Condition of Space to be Released:**


A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

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Printed Name: Tim Englund Date of Approval: 4 / 13 / 18

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

Name: Martha Kurtz Title: Associate Dean Phone: Ext. 2622
Department/Unit: Dean's Office College/Division: COTS Email: Martha.kurtz@cwu.edu

Part 2: Description of Space to be Released:

Building Name SCCN Room # 206 Current Use GEOL Classroom Square Footage

Part 3: Reason for Release: COTS/Geology is not using Science II, Room 206 space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

Part 4: Timing and Condition of Space to be Released:

A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

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Signature of Dean/Vice President/Assoc. Provost/ Provost: [Signature]

Printed Name: Tim Englund Date of Approval: 4 / 13 / 18

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

Name: Martha Kurtz Title: Associate Dean Phone: Ext. 2622
Department/Unit: Dean's Office College/Division: COTS Email: Martha.kurtz@cwu.edu

Part 2: Description of Space to be Released:

Building Name SCIE Room # 115 Current Use SCED Classroom Square Footage

Part 3: Reason for Release: COTS/Anthropology is not using Science I, Room 115 space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

Part 4: Timing and Condition of Space to be Released:

A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

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Signature of Dean/Vice President/Assoc. Provost/ Provost: [Signature]

Printed Name: Tim Englund Date of Approval: 4 / 13 / 18

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

Name: Martha Kurtz Title: Associate Dean Phone: Ext. 2622
Department/Unit: Dean's Office College/Division: COTS Email: Martha.kurtz@cwu.edu

Part 2: Description of Space to be Released:

Building Name SCIE Room # 126 Current Use BIOL Classroom Square Footage

Part 3: Reason for Release: COTS/Biology is not using Science I Room 126 space on a full-time basis and would like to release it for general use so that more efficient use of classroom space can be attained.

Part 4: Timing and Condition of Space to be Released:

A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any.

Release immediately.

B. List any fixed or specialized equipment in the space that will need to be removed. Who will provide funding to vacate the space?

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By signing, the dean/vice president/assoc. provost/provost agrees to release this space for redistribution.

Signature of Dean/Vice President/Assoc. Provost/ Provost: [Signature]
Printed Name: Tim Englund Date of Approval: 5/18/18

Part 6: Provost Council Recommendation:

Received by Committee; Date: \_\_\_/\_\_\_/\_\_\_ Disposition: [Date: \_\_\_/\_\_\_/\_\_\_]

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