

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

FROM: Tim Englund, Dean, College of the Sciences *TE*

Date: May 24, 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 2 more classrooms.

Location	
Name	Dept.
FARR301	L&J
PSY259	PBE

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



Request for Release of Academic Space

Please Submit this Form for One of the Following Reasons:

- 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 FARR Room # 301 Current Use Law and Justice Square Footage

Part 3: Reason for Release: COTS/Law and Justice is not using Farrell, Room 301 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: 5 / 24 / 13

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



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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 PSY Room # 259 Current Use Primate Behavior/Ecology Square Footage

- 1. Part 3: Reason for Release: With space in Dean Hall and PSY 258, PBE has all the grad student office space they need so this space should be reassigned back to facilities.

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: 5/25/18

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: ___/___/___]

Notes:

Part 9: Cabinet Approval:

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

[Date: ___/___/___]