

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: **Computer Science** 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 Computer Science Department requires a dedicated conference room that seats 20 for faculty meetings, small seminars, and graduate thesis defenses. Currently the department does not have a designated conference room. They agreed, on a trial basis, to let their conference room be opened for general use. After several iterations of scheduling, it is clear that this arrangement is not working. They are unable to schedule their regularly held department meetings and thesis defenses in the conference room designed to support their needs, Samuelson 212.

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 hold staff meetings in an appropriate space that seats enough people to accommodate the entire department staff. The room will also be used for small seminars, graduate student thesis defenses, and department sub-committee meetings.

- ii. Number of Occupants.

Must seat at least 20.

- 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 department faculty (tenured, tenure-track and non-tenure-track). Some students participating in seminars and defending their theses will also use the conference room.

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.

Samuelson 2212; currently classified as general use; no renovation necessary.

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

Large table, projector, screen, computer, white boards required.

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?

Currently the department does not have a designated conference room. They do not have a space designed for meeting support.

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 needs and then opened to the rest of the University for scheduling with permission by the Computer Science Department.

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 more effectively, collaboratively, and consistently carry out the University Strategic Plan, especially Core Theme 1: Teaching and Learning and Core Theme Two: Inclusiveness and Diversity.

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 a department conference room for the Computer Science 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:

