

June 3, 1975

FINAL REPORT OF THE LONG-RANGE SPACE PLANNING DTF

The Long-Range Space Planning DTF was charged with studying the problems related to long-range use of space at TESC, particularly in terms of increased demands for academic space and possible expansion of various administrative sectors, and developing recommendations regarding long-range use of space. The DTF made use of existing data on space utilization within various academic and administrative areas, used data amassed from a two-week long survey of space utilization on the campus, and used data obtained from responses to surveys completed by students, staff, and faculty. Five year plans for administrative organization/reorganization involving increased demand for space requested of and obtained from the various budgetary units within the college were also used in this study.

As the DTF went about its studies and deliberations, the primary academic missions and goals of the institution, the fact that very little can be expected in the way of additional space over the next 5-10 years after completion of Lab Phase II and the Communications Lab Building, and the projected incremental growth to a student population of some 4000 by the mid-1980's, were held in account.

The recommendations that follow are the result of long, careful deliberations and discussion and assumptions that changes in space use habits within the institution as a whole will grow out of careful consideration for the impact such changes have on the college's total academic program. Indeed, the DTF adopted the principle that changes which take place regarding space use should be in response to changes in curricular offerings, modes, and methods. The DTF believes that policies and priorities affecting space and the academic program necessarily reflect continual monitoring, measuring, and assessing needs and changes. Herewith are our recommendations:

1. Whenever possible, the Academic Dean/Space makes space assignments to programs/contracts that maximize sharing arrangements. To this end programs should be clustered in areas where ample lounge spaces exist, or where, with appropriate feasible building modification, large group spaces can be made which serve the interests of two or more programs/contracts. This recommendation is not intended to encourage or endorse a move toward a "bell system"; the DTF recognizes that increased student growth over the next 10 years coupled with the likelihood for little, if any, additional space necessitates a move toward more space-sharing arrangements. Space sharing arrangements should be viewed in a positive sense with those who share working mutually in arriving at agreeable arrangements and in coming to an understanding that shared space is territory for all. This recommendation is not meant to suggest that program development and implementation forego the kind of flexibility that makes our programs unique. Clearly space allocation which would mitigate against program flexibility needs the serious attention

of program planners, Academic Dean/Curriculum Planning, and Academic Dean/Space Desk.

2. The Dean/Space Desk should develop a catalog of available specialized spaces, facilities, and resources detailing how much there is, kinds of activities that can be supported by such spaces, facilities, resources, and limitations in terms of size, access time, and staff. This would include areas such as darkrooms, wood shops, ceramics facilities, multipurpose room, and the like. This catalog should also identify supervisors/coordinators for each space/facility listed, or should otherwise identify who can provide information as to use of these spaces/facilities.
3. The Dean/Space Desk should assign specialized areas, insomuch as is possible, to programs/contracts which can compatibly share such common facilities. Programs/contracts should be encouraged by the Dean/Space Desk and the Dean/Curriculum Planning to seek and involve others who might ordinarily compete for the same specialized facilities. All concerned should recognize that unusual or excessive demands may result in situations where sharing is neither possible nor feasible. Under such conditions all concerned program planners and the Academic Dean/Space Desk should work at arriving at the best possible solution.
4. The Dean/Space Desk and the Director of Facilities should carefully and thoroughly investigate possibly modifying some existing spaces used for specialized activities to insure that: a) there is no unnecessary duplication of specialized space and b) the space in question offers the most flexibility for use as is feasible.
5. The Facilities Office, in conjunction with Computer Services, should immediately develop a computerized room scheduling and assignment program. The value of such a program is that it will: a) provide a better housekeeping record of scheduled and assigned spaces, b) reduce the potential for scheduling and/or assigning conflicts, and c) create a mechanism whereby space use patterns, space demands, and the like can be easily and more accurately measured and monitored.
6. Programs and contracts should have permanently and solely assigned space (home turf) if they are to be autonomous and flexible. However, the total amount of available space is not such that each program or contract will always have all its space as exclusive turf, particularly in light of the increasing enrollments and relatively little change in the total amount of space after completion of the Communications Lab Building. We therefore recommend that whenever feasible and practical, programs/contracts (e.g. Marx and the Third World) which will use little or no specialized space get their full pro-rata share of absolute turf, and that programs/contracts that are assigned specialized space get some fair and equitable portion of their pro-rata share and share remaining space with other programs.

7. The Director of Facilities, Dean Teske, Dean/Space Desk, and other appropriate persons should consider the desirability of modifying rooms 320-324 in the Communications Lab Building. Specifically we recommend that the permanent walls between 320 and 321, 321 and 322, and 323 and 324 be replaced with sliding room dividers. This would not change the present five-seminar room configuration, but would make it possible to have, with appropriate divisions, several configurations with larger seminar rooms.

We also recommend that careful thought be given to the possible modification of the floor in the multipurpose room in the Recreation Building. There seems to be a need for a floor surface which would allow for dance, the martial arts, body movement, etc. without immediate or long-range orthopedic danger to users of this room.

8. Library 4300 (old cafeteria) should remain available for academic use until such time as the growth of the student population warrants re-opening of this facility for food services.
9. Present support program space assignments seem sufficient to meet the needs of a growing student body until such time as it exceeds 4000. Thus, no changes should be made in the allotment of space to support program areas with the following exception; the proposed relocation of Health Services should be undertaken only if the proposed space is not currently assigned to the academic program and will not be prime academic space in the next 5-10 years. Consideration should be given to using a portion of the Library first floor lobby area for expansion of Health Services (see appendix A).

All possible consideration should be given for expansion of support program areas as legitimate needs caused by increased enrollment occur.

10. Space assigned to the academic area and to support program areas should not be taken for assignment to external agencies without careful and thoughtful consideration for the impact such use of space will have on the planning and operation of academic programs. A ruling principle should be that such organizations demonstrate more than perfunctory service to the institution and especially to academic programs. Unassigned and/or unused space should not be taken as justification for granting such space to external agencies since many needs arise day-to-day and week-to-week.
11. Those offices presently assigned to student organizations should remain so assigned so long as there is not conflict with academic space needs. The Director of College Activities should immediately begin to develop contingency plans for accommodating student organization offices for such time as they are no longer assigned academic space. In either case it is recommended that all student organization offices be relocated within 5 years and that new student organizations which start in the future be accommodated by the Office of College Activities.

12. The Learning Services Center should not expand beyond its present accommodations. Building modifications to suit particular LSC space needs should take place within the space presently assigned to the Learning Services Center.

SOME RECOMMENDATIONS FOR MECHANISMS FOR HANDLING SPACE PROBLEMS:

1. While we are wary of suggesting the creation of long-standing groups, we recognize that the planning and allocation of space requires periodic review, both with respect to total campus space and with respect to that space used by the academic area. Many of the problems related to space planning and use require extensive information gathering and input by several areas within the college community. In order to address some of these problems, we recommend that the vice-presidents (with the assistance of the Academic Dean/Space Desk and the Director of Facilities) charge a Space Planning and Review Group (SPARG). The SPARG group would operate under the following guidelines:
 - a. serve in an advisory capacity to the Director of Facilities;
 - b. assist in assuring that academic missions are always of primary concern in the allocation of space;
 - c. assist in developing a catalog of available space resources;
 - d. study problems related to use of specialized space, external agencies, student organizations, etc.;
 - e. review long-range use of all campus space each year;
 - f. consult with long-range curriculum planners and with those persons charged with capital remodeling expenditures to insure sensible coordination of curriculum, capital remodeling, and space.

and would consist of the following members:

Director of Facilities
Space Analyst
Academic Dean/Space Desk
Dean's Secretary/Space Desk
1 Representative from S & A
1 Representative from Student Development Services
1 Representative from Library Services
1 Representative from Computer Services
4 Students*
4 Faculty Members*

(*Start with two 2-year and two 1-year appointments for each, with subsequent appointments to be one year. Also, at least one of each 1-year appointments should come from this DTF).

2. The increasing numbers and types of programs and group contracts, the peculiar space needs generated by some of these academic offerings, and the massive amounts of information to be considered prior to academic space assignments underscore the need for an advisory group to the Academic Dean/Space Desk. We therefore recommend that the Academic Dean/Space Desk charge a Space Assignment Advisory Group (SAG) which would

assist him/her in reviewing space requests and making assignments. Accountability and locatability would reside with the Academic Dean/Space Desk, not SAG. The SAG group would be of particular assistance at two important times each year: a) spring quarter when it would assist in reviewing requests for the ensuing academic year, and b) fall quarter when it would assist program planning period during faculty orientation weeks. This group should include at least:

Dean's Secretary/Space Desk

1 Program Secretary

1 Representative from Library Services

Director of Campus Recreation and Activities

2 Students (from SPARG)

2 Faculty Members (from SPARG)

6/3/75