



**BOISE STATE UNIVERSITY**

University Policy 9260

## University Classroom Committee

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### **Effective Date**

January 2020

### **Responsible Party**

Provost and Vice President for Academic Affairs, (208) 426-1202

Associate Vice President for Campus Operations, (208) 426-1493

### **Scope and Audience**

This policy applies to all University classrooms.

### **Additional Authority**

University Policy 4160 (Development of Schedule of Classes)

University Policy 9170 (Capital Project Needs)

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## **1. Policy Purpose**

To define and outline the responsibilities of the University Classroom Committee (“Committee”), a standing committee of the Facilities Planning Council that ensures University classrooms meet the needs of current and future students.

## **2. Policy Statement**

The University is committed to providing a system of governance and broad-based input regarding University classrooms to ensure the needs of students and faculty are met, and to enhance the learning experience for all.

### 3. Definitions

#### 3.1 Classroom

A campus space where a group of students are provided official University coursework that has been scheduled by the Registrar or a College Department.

#### 3.2 Department-Controlled Classroom

A Classroom assigned to a specific department responsible for scheduling classes in the space.

#### 3.3 Department Priority Classroom

A Classroom controlled by the Registrar with first priority for assignment going to the associated department.

#### 3.3 General Assignment Classroom

A Classroom scheduled only by the Registrar.

### 4. University Classroom Committee Responsibilities

The University Classroom Committee is a standing committee of the Facilities Planning Council. The Committee is charged to meet at least once annually and more, if needed, to regularly review and assess all aspects of University classrooms. The Committee will provide recommendations from their review and assessment to the Facilities Planning Council. The Committee's activities will include, but will not be limited to the following:

- Review annual classroom utilization statistics
- Make recommendations on classroom usage and priority
- Review and analyze classroom sizes, quantities, and classifications; make recommendations to meet future campus needs
- Make recommendations for the classifications of existing and new classrooms (General Assignment, Department Priority or Department-Controlled)
- Evaluate the long and short-term impacts of adding classrooms or changing existing classrooms to non-classroom functions
- Conduct condition assessments of classroom facilities

- Provide oversight and recommendations for the classroom upgrades/maintenance needs on the campus.
- Assist in the development of systematic long-range plans to prioritize and implement classroom renovations, upgrades, furniture replacement, and technology improvements.
- Develop and recommend campus classroom design standards to include layouts, finishes, furnishings, lighting, specialty equipment, media, etc.
- Identify potential funding sources for classroom improvements
- Make recommendations for faculty development and/or training needs associated with newly designed classrooms
- Review available assessment data related to the impact of classroom renovations on student success, engagement, etc.

## 5. University Classroom Committee Membership

The Committee consists of the following members:

- Co-Chair – Provost and Vice President for Academic Affairs, or designee;
- Co-Chair – Associate Vice President for Campus Operations, or designee;
- Four (4) Faculty Representatives – one (1) appointed by the Faculty Senate and three (3) appointed by the Provost;
- Two (2) Student Representatives - appointed by the Associated Students of Boise State University (ASBSU);
- One (1) Student Representative – appointed by the Dean of the Graduate College;
- Executive Director, Center for Teaching and Learning, or designee;
- Registrar, or designee;
- Director, Educational Access Center; and
- Associate Vice President and Chief Information Officer, or designee

The Associate Vice President for Campus Operations will ensure the Committee is staffed with experts from Campus Planning and Facilities to support their charge.

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## Revision History