

Space Allocation and Utilization Subcommittee

Monday November 18, 2019

10-12:00 am Room: B 2104

1. Call to order/Opening remarks

2. Action Items

- a. Approval of minutes from October 21, 2019

 Minutes were approved without correction/changes
- b. Pearland Library Expansion Proposal- Dr. Vivienne McClendon and Ms. Chloris Yue
 This proposal was presented, a copy of the proposal as well as the feedback forms
 and the consolidated Pro/Con form are attached. The primary discussion
 surrounded the impact on classroom availability, as while it was demonstrated in the
 proposal that there is sufficient capacity, it is the question of when there is excess
 capacity that is most important what days and during what times. This classroom
 is currently in use Monday afternoons, when there is little excess space across the
 Pearland site. It was discussed that this is likely a one-day-a-week class, for three
 hours, so identifying alternative space may not be a challenge as there was at
 least one, if not several other classrooms with similar capacity and zero use on
 Tuesday, Wednesday, Thursday, and Fridays. However, this will need to be
 addressed. However, there was discussion that while classroom space is always a
 challenge, student support and academic support space is also a necessity as
 enrollment at Pearland grows.

3. Old Business

- a. "Bayou Building Shuffle" Individual Proposal Explanations and Comment Opportunity- Mr. Mark Denney
 - a. Center for Teaching and Learning
 - b. University Advancement
 - c. Office of Strategic Partnerships
 - d. Office of Institutional Effectiveness (OIE)
 - e. Office of International Educational Programs (OIEP)
 - f. Art Storage
 - g. Title 9 and Diversity Office
 - h. MarCom

This proposal was presented as informational only, as it is all Admin Space that is being reallocated. The proposal form is attached. As it was informational, no feedback form was provided and that generated considerable discussion – see the final paragraph on this discussion. Much of the conversation related to the specific

request surrounded the timing, how final were the plans, and the function of individual programs and the impact of these moves on their operations, ability to deliver on strategic initiatives, etc. Because the plan was presented before it is final, though it has been through considerable discussion and thought and should not change significantly, there were a lot of very detailed questions that could not be answered, such as where existing storage would move to when storage space is being utilized for future office space, and related concerns. Additional concern was over how well the space being allocated actually served future plans, as well as immediate plans. This last question was largely left unanswered. The primary impetus for this proposal was the desire to support Faculty Development through greater capacity, greater facilities for teaching and learning development, and through greater prominence across the university for those functions. This proposal achieves that and for the most part, without cutting into division or department capacity or space, but in some instances, makes future growth for those functions unresolved. It did address both additional space requirements for Marketing and Communication and improved functionality for Office of Institutional Effectiveness through collocating all of their offices, but left University Advancement without space to grow and moved Strategic Partnerships into temporary space with no current plan as to when they will find a permanent home.

However, as critical of a conversation as the merits and challenges of the proposal itself, was a discussion of what format should proposals come before SAUS when they are administrative in nature, and informational only – and additionally, how would one define informational – as in this proposal, it was all administrative space, but not all one division or department that will be impacted

b. SAUS By-Laws

There was brief discussion as to the condition that currently, SAUS has no bylaws, however, FSSC has guidance for SAUS within its bylaws (attached here) and the conversation was does this suffice, or does SAUS need to develop its own bylaws. That discussion will be on the Dec agenda.

4. New Business

a. Open Discussion

There was discussion of moving the December meeting forward in the calendar, as the 18th may be after many of the Subcommittee members were already off campus for the holidays. No decision was made, with the Chair agreeing to review that and attempt an earlier date. No other new business was presented before the group.

b. Adjournment

Next meeting: Monday December 18, 2019, 10:00-11:00

provide your thoughts and comments on each element of the presentation: General Description of Space Request: i. In general, was the request clearly stated ii. In general, were the elements of the request well presented: Yes No What additional comments would you like to add: Current space use: i. What additional comments would you like to add:
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Challenges from current space use: i. What additional comments would you like to add:
Alternate solutions not requested: i. Did the proposal offer any alternate solutions ii. Were the arguments connected to program outcomes: Yes No
Proposed Metrics if applicable: i. Do the provided metrics align with the overall program goals Yes ii. Is data for the metrics obtainable? Yes No iii. What additional comments would you like to add:
Alignment with Strategic Plan: Does this proposal aligns with the University's Strategic Plan Yes No What additional comments would you like to add:
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whether that classroom use can be trusfered
else where.
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Summary of Feedback:
Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)
Yes, this is a fully developed proposal which I support, as expressed in the above comments
No, this proposal is fully developed, but I do not support it, as expressed in the above comments
No, this proposal is not fully developed, as expressed in the above comments

Proposal:	Pearl	and Library Date presented to SUAS: 11/18/2019
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		nallenges from current space use: What additional comments would you like to add:
	d. Al i. ii. iii.	Were the arguments connected to program outcomes: Yes No
	i. ii.	oposed Metrics if applicable: Do the provided metrics align with the overall program goals Yes No Is data for the metrics obtainable? What additional comments would you like to add:
	i.	gnment with Strategic Plan: Does this proposal aligns with the University's Strategic Plan Yes No nat additional comments would you like to add: Students first

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The Pearland library is sorely inadequate to serve
a current students. These inadequacies will
worsen with continued growth. The library
most critically needs to be expanded in
and to that some students It seems
order to best serve students. It seems
minor changes in room assignments and
course offerings (scheduling) can bring
This according to facilities.
This expansion to fruition
Summary of Feedback:
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Proposal:	Pear	land Library Date presented to SUAS: <u>11/18/201</u>	9
1. Ple	a. G	rovide your thoughts and comments on each element of the presentat General Description of Space Request: i. In general, was the request clearly stated Yes ii. In general, were the elements of the request well presented: Yes ii. What additional comments would you like to add:	No No
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		Challenges from current space use: i. What additional comments would you like to add:	пиа О
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some other potential quoblems that might asie as a
result of the more
21
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	b. Current space use: i. What additional comments would you like to add:
	c. Challenges from current space use: i. What additional comments would you like to add:
	d. Alternate solutions not requested: i. Did the proposal offer any alternate solutions ii. Were the arguments connected to program outcomes: Yes No iii. What additional comments would you like to add: Alternative is not upper printe in this case promity of requester
	e. Proposed Metrics if applicable: i. Do the provided metrics align with the overall program goals Yes No ii. Is data for the metrics obtainable? Yes No iii. What additional comments would you like to add:
	f. Alignment with Strategic Plan: i. Does this proposal aligns with the University's Strategic Plan Yes No g. What additional comments would you like to add:

Spruce is available
Proposal is sesponsive to student need
Renovation costs are minimal
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Proposal:	Pearland Lib	Date presented to SUAS:11/18/2019
1. Ple	a. General i. In ge ii. In ge	Description of Space Request: eneral, was the request clearly stated eneral, were the elements of the request well presented: Yes at additional comments would you like to add:
		space use: at additional comments would you like to add: yelst library is inadequate for
		ges from current space use:
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	i. Did t	e solutions not requested: the proposal offer any alternate solutions e the arguments connected to program outcomes: Yes No No
	iii. Wha	t additional comments would you like to add: PC until bary serves only 3% Chart library serves only 3% Metrics if applicable:
		e provided metrics align with the overall program goals Yes No
	ii. Is data	a for the metrics obtainable?
*	iii. What	additional comments would you like to add:
	f. Alignmer	at with Stratogic Plans
		this proposal aligns with the University's Strategic Plan Yes No
		ditional comments would you like to add:
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greeall, enrollment in classes is low. Classes
Overall, enrollment in classes is low. Classes Wilizing this room are typically lower
than the 105 capacity + could use small
Looms.
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osal:	Pe	parland Library Date presented to SUAS: 11/18/2019
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	b.	Current space use: i. What additional comments would you like to add: Monday evenings are the only problem
	c.	Challenges from current space use: i. What additional comments would you like to add:
	d.	Alternate solutions not requested: i. Did the proposal offer any alternate solutions ii. Were the arguments connected to program outcomes: Yes No No
		iii. What additional comments would you like to add:
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		 i. Do the provided metrics align with the overall program goals Yes ii. Is data for the metrics obtainable? iii. What additional comments would you like to add:
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	f.	Alignment with Strategic Plan:
	i	. Does this proposal aligns with the University's Strategic Plan Yes No
	g.	What additional comments would you like to add:

Programs currently at Pearland will have to
Brograms currently at Pearland will have to be not fied that classrooms Available on
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Monday
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Summary of Feedback:
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Proposal:	Pe	Parland Library Date presented to SUAS:
1. Pl		provide your thoughts and comments on each element of the presentation: General Description of Space Request: i. In general, was the request clearly stated Yes No
		ii. In general, were the elements of the request well presented: Yes No
		iii. What additional comments would you like to add:
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	D.	i. What additional comments would you like to add: We have other
		tems to think about with events & Alvin Comm- College Scheduled.
	c.	i. What additional comments would you like to add: <u>Removing the room will</u> Create fraiss Conflicts with spear time. Tuith 10 am
		create major conflicts with pear time. Tu/th 10 ams
· ite	d.	Alternate solutions not requested: i. Did the proposal offer any alternate solutions Yes No
		ii. Were the arguments connected to program outcomes: Yes No
		iii. What additional comments would you like to add:
	e.	Proposed Metrics if applicable:
		i. Do the provided metrics align with the overall program goals Yesii. Is data for the metrics obtainable?
		iii. What additional comments would you like to add:
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	f.	Alignment with Strategic Plan: Does this proposal aligns with the University's Strategic Plan Yes No
		. Does this proposal aligns with the University's Strategic Plan Yes
	g.	what additional comments would you like to add.

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	usage hours currently Scheduld that Well
	yot Conflict W/ Peak times.
	10 am - 11:30 Tu/th + evening Courses
	are the peak times. In addition
	We still must include A Ivin Comm-College
	who each semester is increasing theorythe
# 0	of Courses each Semester offered at Harland
	Summary of Feedback:
	Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)
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1. Ple	ase provide your thoughts and comments on each element of the presentation: a. General Description of Space Request: i. In general, was the request clearly stated Yes No
	ii. In general, were the elements of the request well presented: Yes No
	iii. What additional comments would you like to add: would require
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	President grows - library, not only classroon space will be b. Current space use: Required -
	i. What additional comments would you like to add: 31% OCCUPANCY
	of classroom availability of opportunities to resche
	c. Challenges from current space use:
	i. What additional comments would you like to add: 360 Fearland
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	to Clean take
	d. Alternate solutions not requested:i. Did the proposal offer any alternate solutionsYesNo
	ii. Were the arguments connected to program outcomes: Yes No
	iii. What additional comments would you like to add:
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	e. Proposed Metrics if applicable:
	i. Do the provided metrics align with the overall program goals Yes
	ii. Is data for the metrics obtainable?
	iii. What additional comments would you like to add:
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	f. Alignment with Strategic Plan:
	i. Does this proposal aligns with the University's Strategic Plan Yes No
	g. What additional comments would you like to add: ARA denic Suppor
	15 A critical report of UNCI Strategic needs
	- critical to see where current strategic planning process

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Ш	No, this	proposal i	s fully deve	eloped, but I do not si	upport it, as expressed	I in the above comments
	No this	proposal	is not fully	developed, as express	sed in the above comr	nents

1. Please provide your thoughts and comments on each element of the presentation: a. General Description of Space Request: i. In general, was the request clearly stated ii. In general, were the elements of the request well presented: Yes No iii. What additional comments would you like to add: Need More Info on how feethnology b. Current space use: i. What additional comments would you like to add: c. Challenges from current space use: i. What additional comments would you like to add: d. Alternate solutions not requested: i. Did the proposal offer any alternate solutions ii. Were the arguments connected to program outcomes: Yes No iii. What additional comments would you like to add: Partner by Collaboration with you feel hoology e. Proposed Metrics if applicable: i. Do the provided metrics align with the overall program goals Yes No iii. Is data for the metrics obtainable? Yes No iii. What additional comments would you like to add: No metrics were provided for library Wasque Vs. Camputer Stations in library	posal:_	Pe	parland Library Date presented to SUAS: 11/18/2019
c. Challenges from current space use: i. What additional comments would you like to add: d. Alternate solutions not requested: i. Did the proposal offer any alternate solutions ii. Were the arguments connected to program outcomes: iii. What additional comments would you like to add: Partnership & Collaboration with VCf to wind a Combined Space to Serve Shade e. Proposed Metrics if applicable: i. Do the provided metrics align with the overall program goals Yes ii. Is data for the metrics obtainable? Yes No Shad iii. What additional comments would you like to add: No metrics were provided for library	1. Ple	a.	i. In general, was the request clearly stated ii. In general, were the elements of the request well presented: Yes No iii. What additional comments would you like to add: Need More Info on how technology IS used In Library VS Computer Lab Current space use:
i. What additional comments would you like to add: d. Alternate solutions not requested: i. Did the proposal offer any alternate solutions ii. Were the arguments connected to program outcomes: Yes No iii. What additional comments would you like to add: Fartnerchy & Collaboration with Vct for which a Cambined Space to Serve Shude Proposed Metrics if applicable: Group Shudy with Jech not ogy i. Do the provided metrics align with the overall program goals Yes No Shad ii. Is data for the metrics obtainable? Yes No Shad iii. What additional comments would you like to add: No metrics were provided for library			- What additional comments would you like to add.
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iii. What additional comments would you like to add: Partnership & Collaboration with UCF to Proposed Metrics if applicable: On the provided metrics align with the overall program goals Yes No State What additional comments would you like to add: No metrics were provided for library		d.	i. Did the proposal offer any alternate solutions Yes No
i. Do the provided metrics align with the overall program goals Yes No Shat ii. Is data for the metrics obtainable? Yes No iii. What additional comments would you like to add: No metrics were provided for library		۵	fartnership & Collaboration with UCF to find a combined space to serve Shudet at Pearland - group thudy with Jechnology +
iii. What additional comments would you like to add: No metrics were provided for library		c.	rroposed wetrics it applicable.
No metrics were provided for library			
			No metrics were provided for library
f. Alignment with Strategic Plan:		f.	
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g. What additional comments would you like to add:		g.	What additional comments would you like to add:

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	Echnology Concerns.
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Cumma	ary of Feedback:
Sullillia	if y of Feedback.
Is this p	proposal ready to be submitted to the Facilities Support Services Committee (FSSC)
	Yes, this is a fully developed proposal which I support, as expressed in the above comments
	No, this proposal is fully developed, but I do not support it, as expressed in the above comments
X	No, this proposal is not fully developed, as expressed in the above comments

<u>Overview</u>: This process is envisioned to address the permanent allocation of space for both Academic, Student support, research, administrative, and institutional support. It is not necessary that first there must be vacant space, though if requested space is not already vacant, significant priority will be assigned to the continuing tenant if the proposal involves in-voluntary relocation. One-time space use allocation decisions will continue to be made on a first-come-first served, space available basis.

Title of Request:	Bayou Administrative	Office relocation	
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Date of Request: 11/18/2019 Division/Department making Request: VP Admin & Finance

• General Description of space request:

(Briefly identify the nature of the space request proposal, what space is being requested, and the operational requirement of the request)

To better provide Faculty development opportunities, University leadership is proposing relocating the Existing Faculty Development office, Faculty Senate and Instructional Designers to create the Center for Enhancement, Teaching and Learning (CETL). In order to facilitate this relocation, several other administrative relocations will be required, some just to make space available by the CETL, and others were already seeking additional space to fulfill their mission for the University.

Current space use:

(Briefly outline current space allocated to the program, function, etc. If the Program is new, attach program approval supporting documents)

Currently, other administrative offices occupy the spaces being reallocated to administrative functions. See the attached drawings to illustrate the full scope of the administrative realignment of space.

Challenges from current space use:

(Briefly identify why/how the current space allocation inhibits the success of the program)

The current space for Faculty Development and Instructional Designers does not adequately accommodate the expanded role and function of faculty development that the CETL will be able to provide, and cannot be modified to that end.

• Alternate solutions not requested:

(Briefly identify alternative solutions to the challenges identified above and why those solutions are not being sought)

Several alternative space allocation scenarios were reviewed and considered. The plan being presented is at least the 7th iteration of an allocation realignment of administrative space.

Proposal Metrics if applicable:

(Identify what metrics can be used to measure success of the program if this space request is approved, compare to current metrics)

The primary metrics will be those developed for the CETL, which will be fully developed through the current Strategic Planning process, where it has already been identified that enhanced support for faculty development will be critical to the achievement of many of the tier 1 objectives.

Alignment with Strategic Plan:

(Briefly identify how this proposal aligns with the strategic plan for the University, Division, or Department)

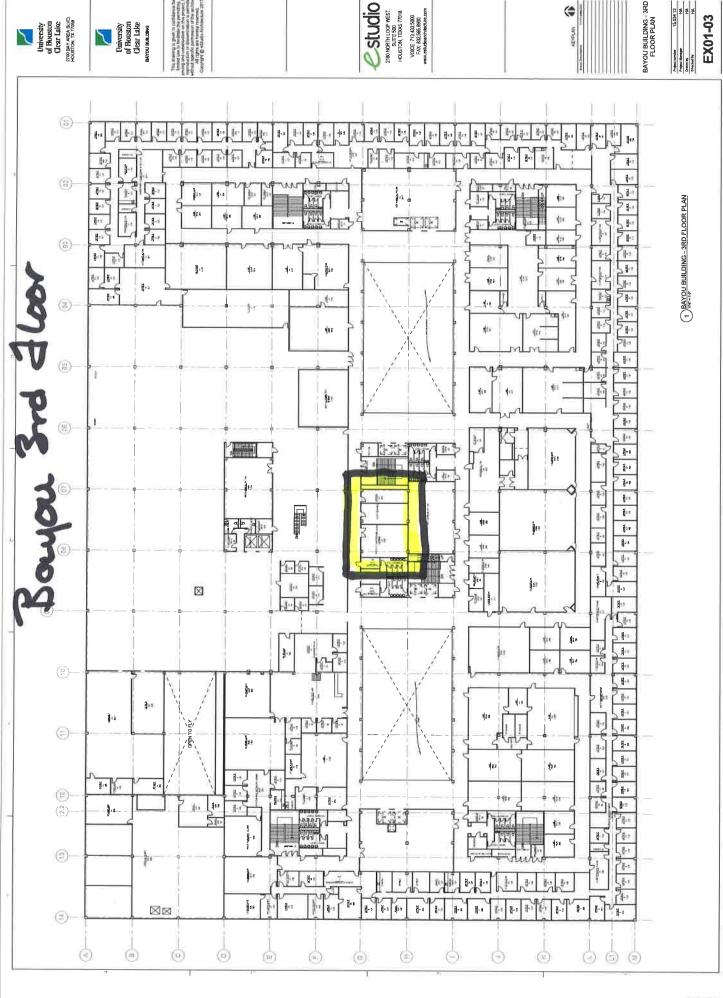
The primary objective of this plan is to connect directly with the Strategic Plan currently being developed, specifically: Objective 2: Improve technology, Objective 3: Improve Learning Resources, Objective 4: Improve Workload Management, Objective 7: Improve Student Experience Process, Objective 8: Improve Business/Academic Operations, Objective 10: Increase Revenue, Objective 11: Improve Alignment of Resources with Priorities, Objective 12: Reduce Costs, Objective 13: Improve UHCL Experience, Objective 14: Increase Innovation, and Objective 15: Increase University Recognition.

• Technology requirements of this proposal:

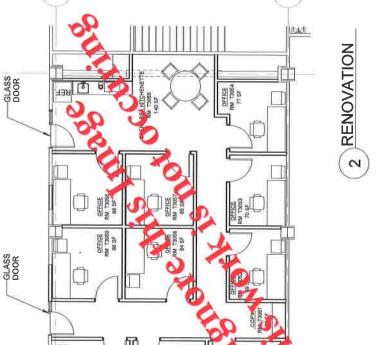
(Briefly identify what impact on current technology exists within this space. If this is a critical element of the proposal – ensure UCT adds analysis)

While technology requirements may ultimately be required to fully support the CETL, this specific realignment of administrative space from one administrative operation to another administrative operation requires no technology.

	Date:
Division/Department/Dean:	
Vice President:	
	Signature:
Approve this request: Y / N (circle one)	
SUAS Co-Chair:	Signature:
SUAS Co-Chair:	Signature:
Recommendation:	
Attachments:	
 Shared Governance Space Utilization and Shared Governance Space Utilization and 	
FSSC Chair:	Signature:
FSSC Vice-Chair:	Signature:
	<u> </u>







OFFICE RM T3050 88 SF MAIRIAIA

REMOVED CUBICLES & MILLWORK CABINETS

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1 DEMOLITION

EXISTING DIAGONAL BRACING TO REMAIN. PROTECT DURING CONSTRUCTION

WORK RM 3405

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20-F1CE RM T3048 88 SF

EXISTING CARPET OR TILE TO BE REPLACED WITH NEW CARPET

OFFICE RM TOOMS 88 SF

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UOHCL- BAYOU BUILDING OFFICES RENOVATION



10/11/19

Unit No. 3403 NEW- O.I.E. OFFICES OLD- OFFICES 3403 & WORK ROOM 3405

PHASE 1- 3RD FLOOR PLAN

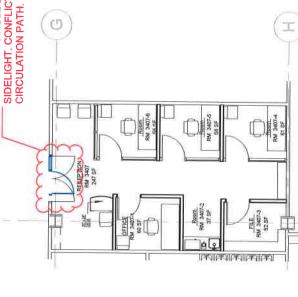


Unit No. 3407 NEW- INTERNATIONAL ADMISSIONS OLD- CLASS ROOM

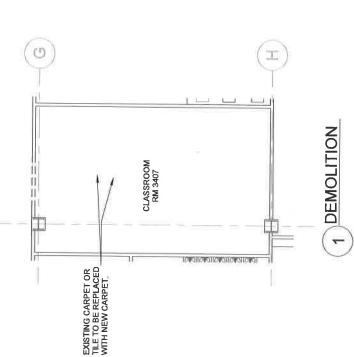
PHASE 1- 3RD FLOOR PLAN XP6 estudio



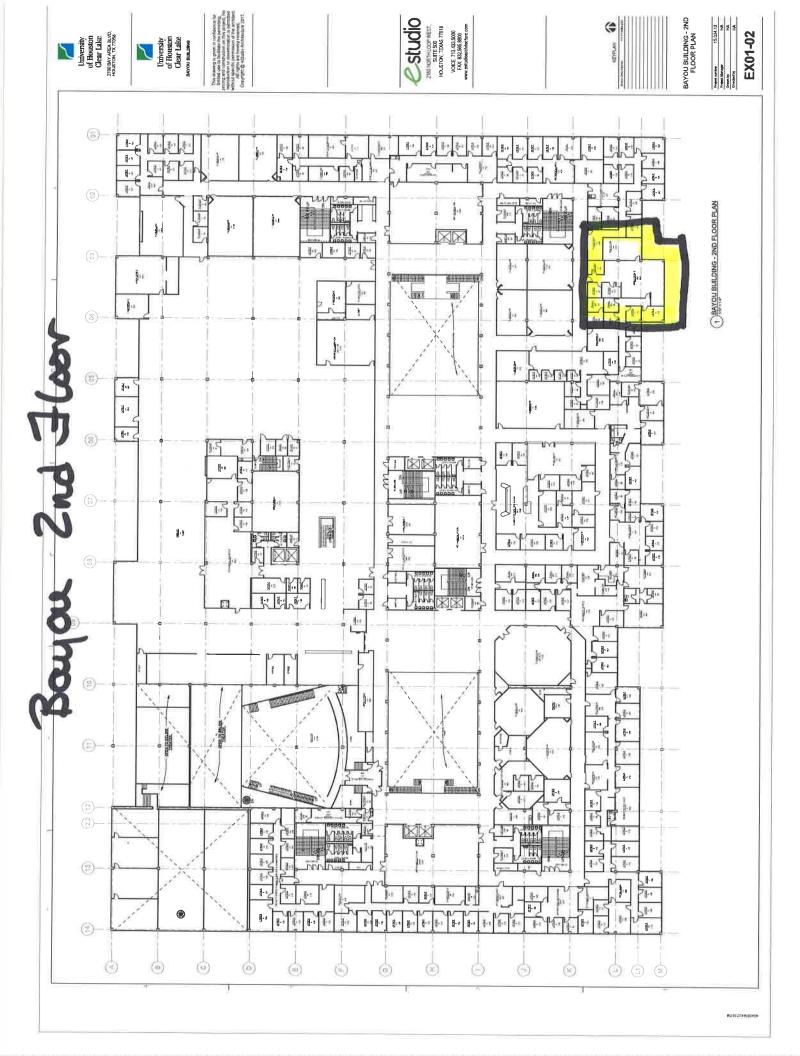
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11/14/19

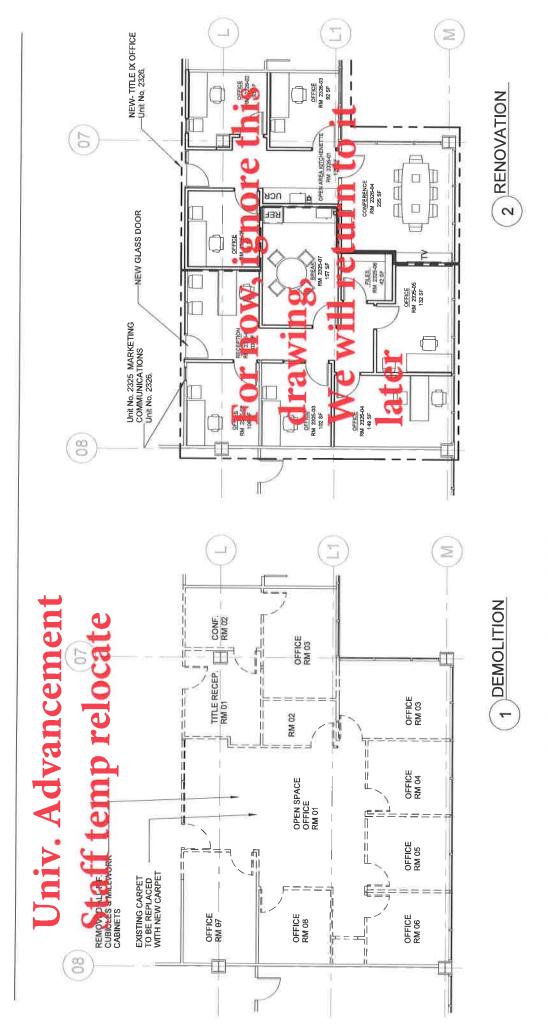


PHASE1- 2ND FLOOR XPO estudio

University of Houston Clear Lake

Unit No. 2123 NEW- O.I.E. OFFICES INTERNATIONAL ADMISSION & PROGRAMS

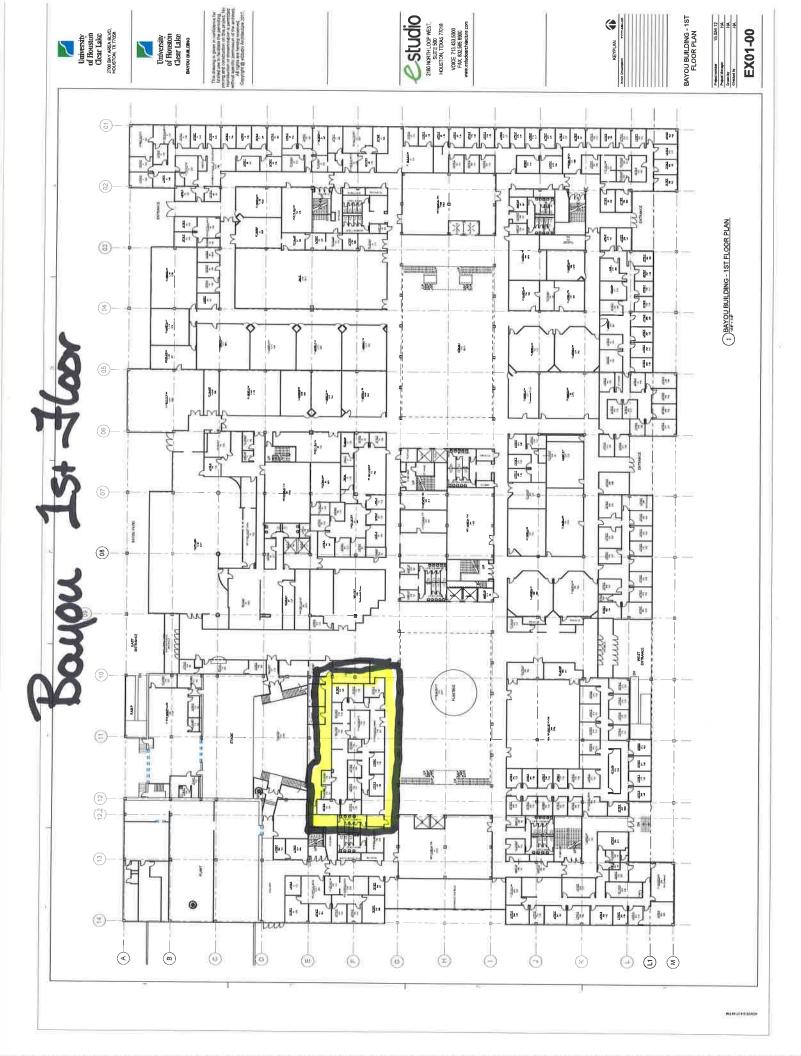
11/05/19





10/11/19 Unit No. 2325 MARKETING COMMUNICATIONS & Unit No. 2326, NEW-TITLE IX OFFICE OLD- INSTITUTIONAL RESEARCH

PHASE 2- 2ND FLOOR PLAN XP2 estudio

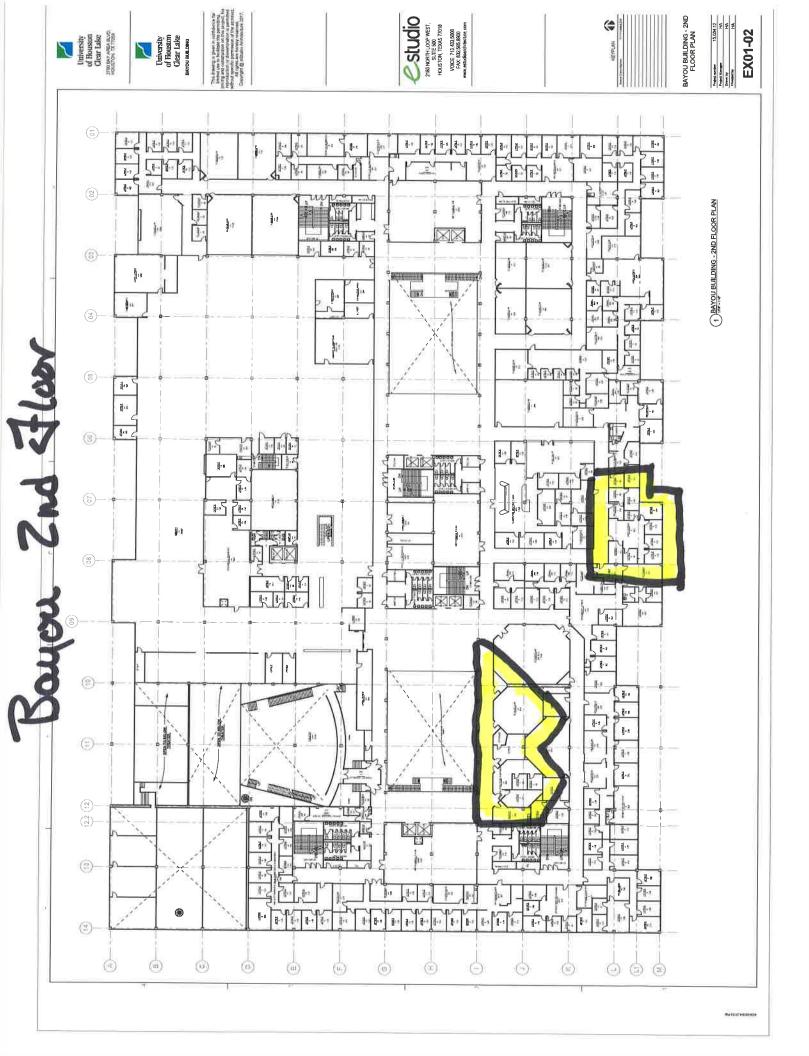




10/10/19

Unit No. 1604 NEW FACULTY DEVELOPMENT OFFICES AND ART SUPPLIES

PHASE 3- 1ST FLOOR PLAN XP4 estudio

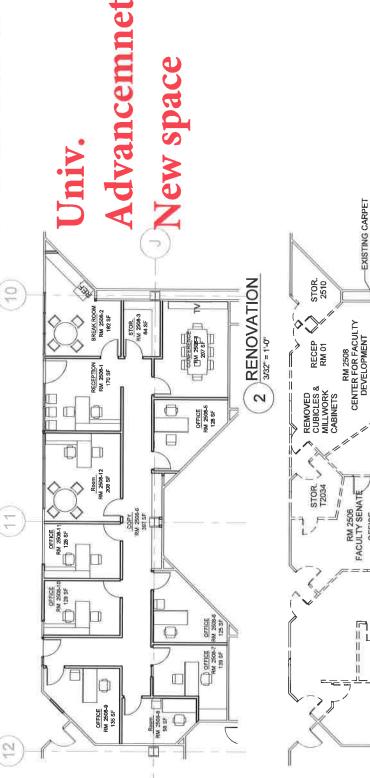


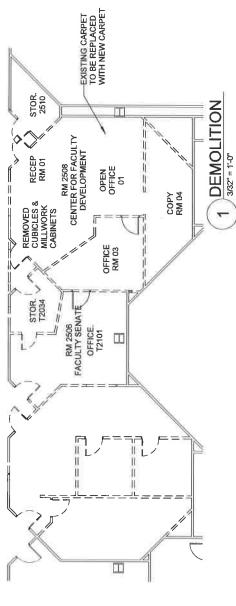




10/14/19 Unit No. 2508

NEW- ADVANCEMENT OFFICES
OLD- CENTER FOR FACULTY OFFICES No. 2508.
& FACULTY SENATE No. 2508.









10/11/19 Unit No. 2326 MARKETING COMMUNICATIONS 8 Unit No. 2326, NEW-TITLE IX OFFICE OLD- INSTITUTIONAL RESEARCH

PHASE 2- 2ND FLOOR PLAN XP2 Estudio