

# **University Classroom Committee**

## **Agenda and Minutes**

### **10/25/2019**

Welcome - John

Minutes of last meeting - John

State Definitions (See Below) - John

Breakdown utilization calculations: Lise

- a. Lecture Hall – MS 220
- b. Class Lab – Moseley Lab
- c. Specialty Room – HHS Kitchen

Updated Internal Room Utilization Report - Lise

How to show “fully used” classrooms? – All  
Supplemental Instruction?

What is the process to do classroom renovation? - Brian

Requests

Timeline and deadlines

Requirements

When will we select the 2020 classrooms to upgrade?

What is the criteria to consideration to be on the list?

Review >30% but <50% Classroom List findings – John

Other items?

Next meeting – November 22 - 10 AM – 602 Administration

### **100 Series: Classroom Facilities**

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., 110 plus 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not

tie the room to instruction in a specific subject or discipline. (For treatment of such space, see 200-Laboratory Facilities).

### **110 Classroom**

**Definition:** A room used for classes and that is also not tied to a specific subject or discipline by equipment in the room or the configuration of the room.

**Description:** Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These rooms may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) appropriate to a specific area of study, if this equipment does not render the room unsuitable for use by classes in other areas of study.

**Limitations:** This category does not include Conference Rooms (350), Meeting Rooms (680), Assembly (610) facilities, or Class Laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms (see room codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the room and by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory (see 200 series).

## **200 Series: Laboratory Facilities**

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. Laboratory facilities can be subdivided into three categories: class, open, and research/non-class laboratory. A class laboratory is used for scheduled instruction. An open laboratory supports instruction but is not formally scheduled. A research/non-class laboratory is used for research, experimentation, observation, research training, or structured creative activity which supports extension of a field of knowledge.

### **210 Class Laboratory**

**Definition:** A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline.

Description: A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

Limitations: Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (see 220). This category does not include rooms generally defined as Research/Non-class Laboratories (250). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).

## **220 Open Laboratory**

Definition: A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. (Also see Case Law question: If the laboratory is used 50% or more of the time for unscheduled activity it should be reported as an Open Laboratory [220] ).

Description: An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students.

Limitations: Laboratories with formally or regularly scheduled classes are Class Laboratories (210). This category also does not include rooms defined as Research/Non-class Laboratories (250).

## **350 Conference Room**

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities.

Description: A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a room is used for both conference and meeting room

functions, then the room should be classified according to its principal use. A conference room is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference room is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference rooms.

Limitations: Does not include classrooms, seminar rooms, lecture rooms (see 110), auditoria (see 610), departmental lounges (see 315), open lounges (see 650), and Meeting Rooms (see 680).

## **520 Athletic or Physical Education**

Definition: A room or area used by students, staff, or the public for athletic or physical education activities.

Description: Includes gymnasiums basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes rooms used to teach dancing and bowling only if they are part of the physical education instructional program.

Limitations: This room use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Classroom Facilities (100 series), Laboratory Facilities (200 series), Office Facilities (300 series) and other primary room use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent spectator seating areas associated with athletic facilities are coded 523. Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable area. Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys, table tennis rooms, ballrooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation.

## **550 Demonstration**

Definition: A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.

Description: The key criterion here is practice activity within an instructional program which closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools and home economics or management houses when these facilities are used for practice as a part of collegiate training or instruction.

Limitations: Does not include day care and development centers which are not used as part of an instructional program (see 640). This category also does not include laboratories (see 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and home management houses in which students serve as the subjects for a research study are classified as Research/Non-class Laboratories (250).