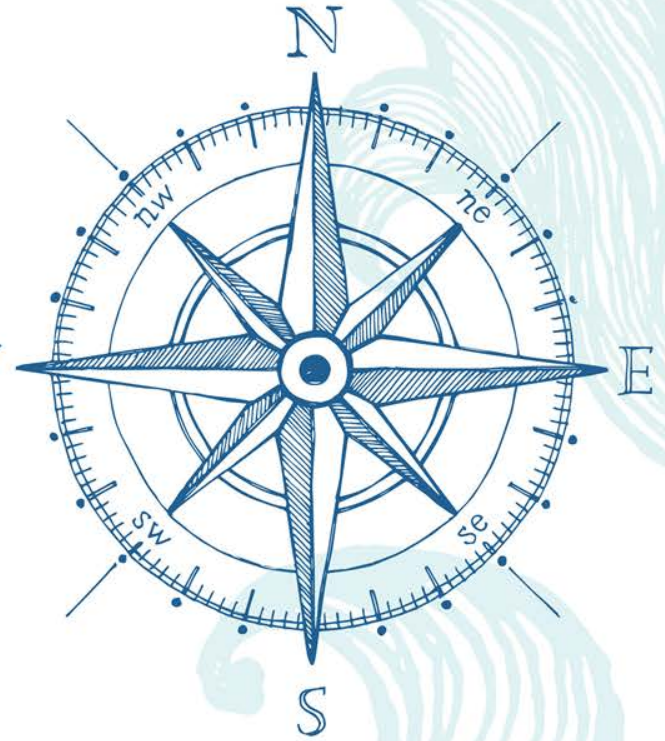




CSULB PROCESS FOR SPACE CHANGES^W





Learning Outcomes



- Provide a defined path to resolve space needs
- Ensure academic needs are given priority
- Reduce disputes between Divisions
- Ensure equal representation
- Reduce appearance of political favoritism

Players



Campus Space
Manager



Campus Academic
Facilities
Coordinator



College Facilities
Coordinators

Groups

Space and Facilities
Working Group
(Classrooms)



Space Allocation
Committee
(Inter-Division)



President's Executive
Committee



Change

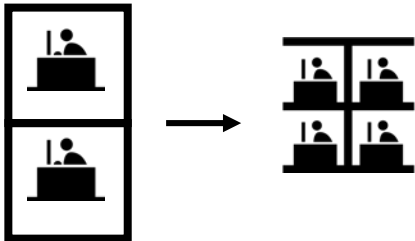


Changes Within
one Division

Changes Between
Divisions



CHANGES WITHIN A DIVISION



1. Existing space requires modification

- OR -

2. Space swapped within a division

Teaching (FTE) Space

Academic Space &
Facilities Working Group

Non-Teaching Space

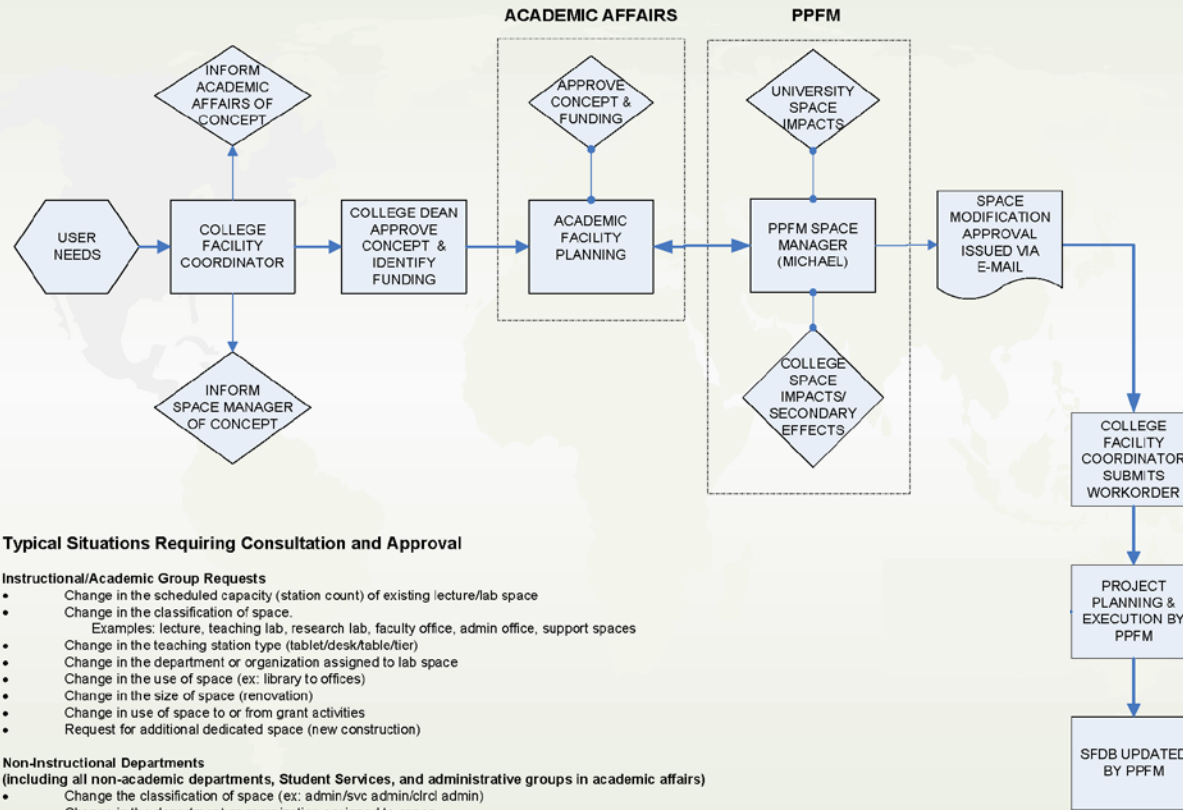
Campus Space Manager



CHANGES within a Division

CSULB SPACE MODIFICATION APPROVAL PROCESS

April 4, 2011



Typical Situations Requiring Consultation and Approval

Instructional/Academic Group Requests

- Change in the scheduled capacity (station count) of existing lecture/lab space
- Change in the classification of space.
 - Examples: lecture, teaching lab, research lab, faculty office, admin office, support spaces
- Change in the teaching station type (table/desk/table/tier)
- Change in the department or organization assigned to lab space
- Change in the use of space (ex: library to offices)
- Change in the size of space (renovation)
- Change in use of space to or from grant activities
- Request for additional dedicated space (new construction)

Non-Instructional Departments

(Including all non-academic departments, Student Services, and administrative groups in academic affairs)

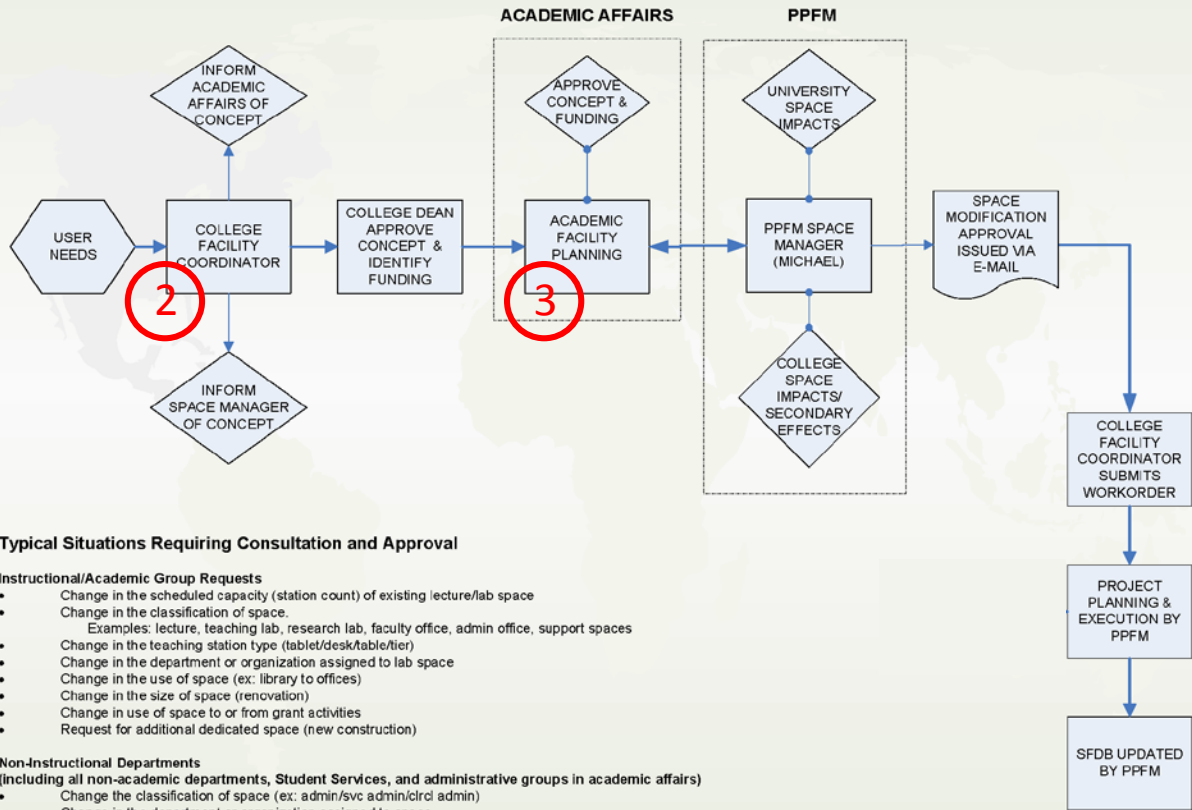
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CSULB SPACE MODIFICATION APPROVAL PROCESS

April 4, 2011

1



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Typical Situations Requiring Consultation and Approval

Instructional/Academic Group Requests

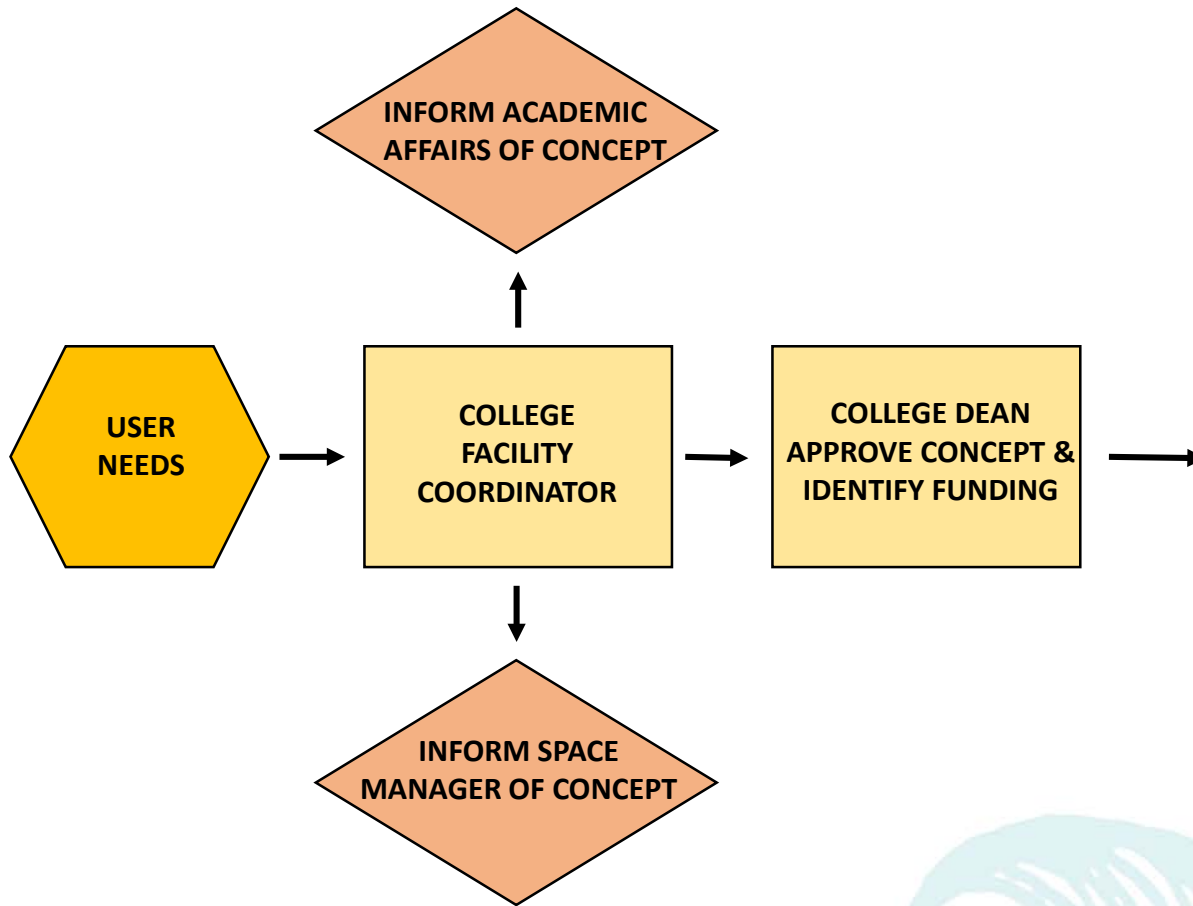
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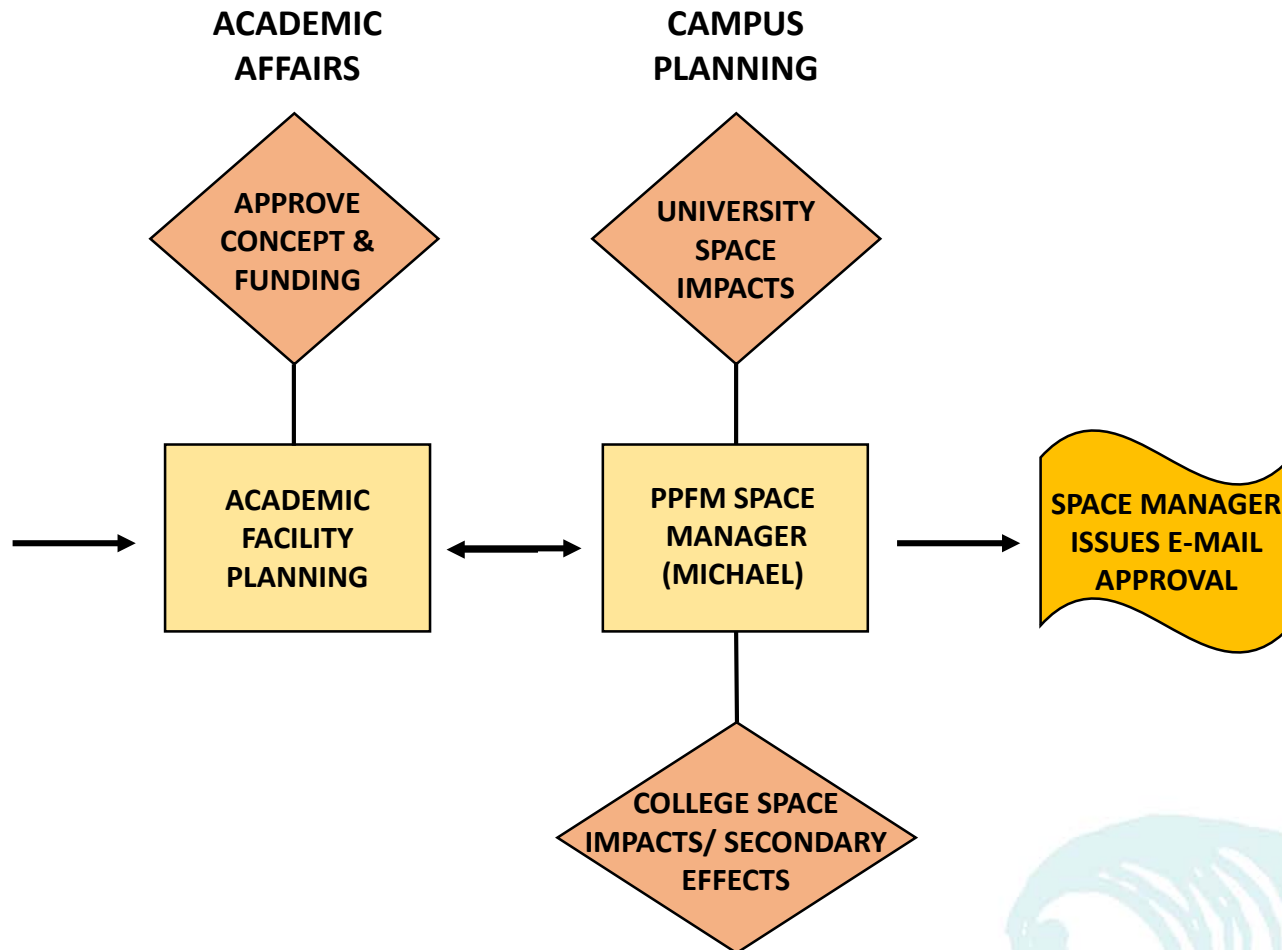
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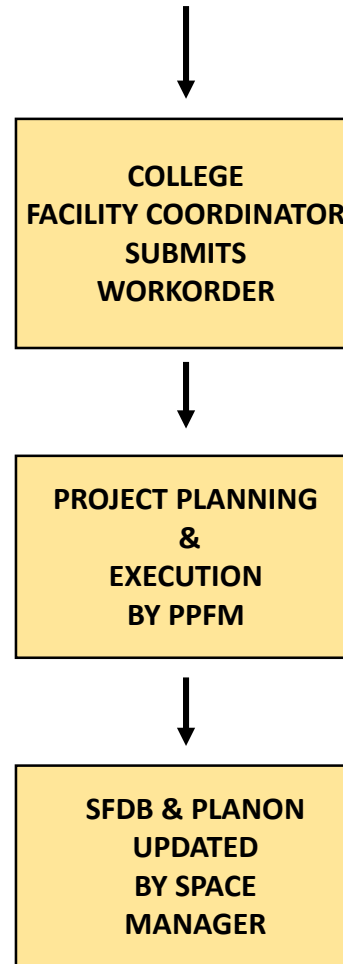
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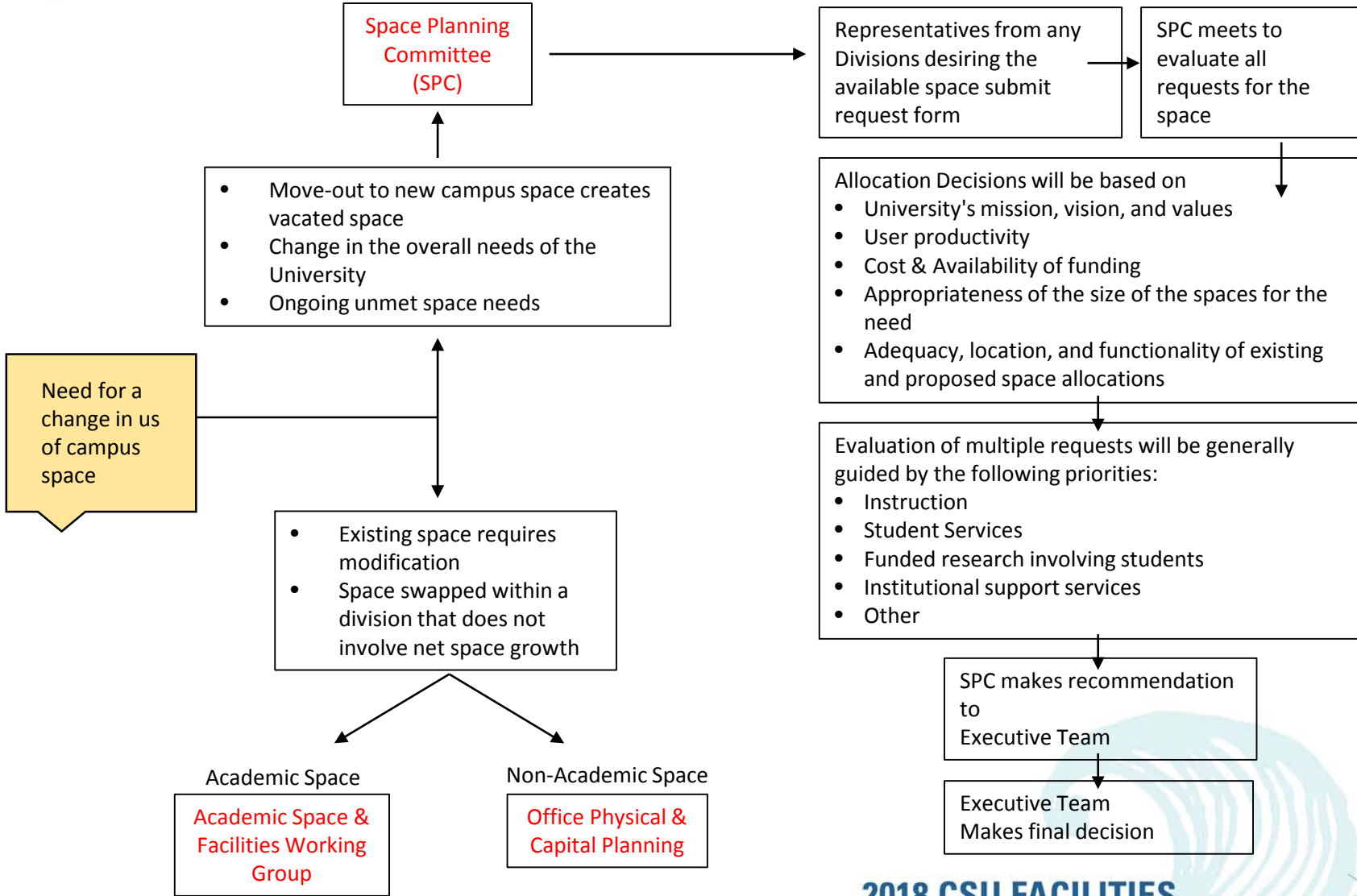






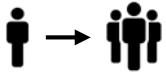


Inter-Division Changes

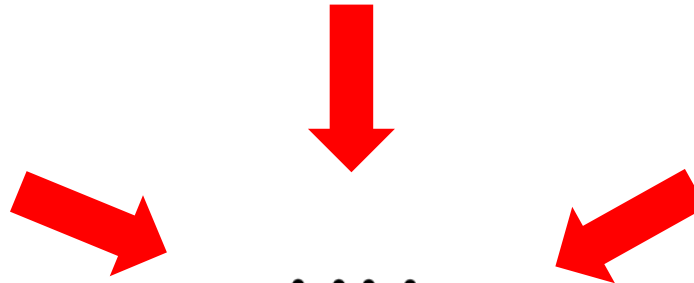




Move-out to **new** campus space creates vacated space



Change in the overall needs of the University



Ongoing unmet space needs



Space Planning Committee (SPC)



NEED



Division representative submits space need form



SPC meets quarterly to evaluate all requests for the space



SPC makes recommendation to Executive Team



Executive Team makes final decision



DECISION



Evaluation Criteria 1

Allocation Decisions will be based on:

University's mission, vision, and values

User productivity

Cost & Availability of funding

Appropriateness of the size of the space for the need

Adequacy, location, and functionality of existing and proposed space allocations



Evaluation Criteria 2

Priorities for Evaluating Competing Requests:

1. Instruction
2. Student Services
3. Funded research involving students
4. Institutional support services
5. Other





Learning Outcomes



- Provide a defined path to resolve space needs
- Ensure academic needs are given priority
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QUESTIONS?

**2018 CSU FACILITIES
MANAGEMENT CONFERENCE**
OCTOBER 28-31, 2018 | MONTEREY, CALIFORNIA



