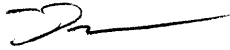




September 12, 2011

MEMORANDUM

TO: Academic Deans
Department Chairs/Program Directors

FROM: Reed Dasenbrock 
Vice Chancellor for Academic Affairs

SUBJECT: UHM Classroom Use Policy, Effective Fall 2012

On April 21, 2011, the Mānoa Faculty Senate endorsed a UHM General Classroom Use Policy that had been forwarded for their review by my office. We have approved the policy, effective Fall 2012. The policy places general purpose classrooms under the purview of the Office of the Vice Chancellor for Academic Affairs, working with the Office of the Vice Chancellor for Administration, Finance, and Operations.

A copy of the new policy is attached for your information and dissemination. Additional copies may be downloaded from the OVCAA website:
http://www.manoa.hawaii.edu/ovcaa/admin_memos/

Please disseminate the policy to your appropriate units.

Attachment

c: Chancellor Hinshaw
Vice Chancellor Cutshaw
Vice Chancellor Hernandez
Vice Chancellor Ostrander

UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

ACADEMIC POLICY

September 2011

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UHM Classroom Use Policy and Procedures

I. INTRODUCTION

The University of Hawai'i at Mānoa has a responsibility to use space effectively and efficiently, thereby maximizing its use for the educational purposes of the university. This policy governs classrooms in the university.

II. POLICY

Classroom space at the University of Hawai'i at Mānoa is University space and as such the Mānoa Chancellor's Office utilizes these spaces to support and further the University's academic mission and priorities. General purpose classrooms, hereafter referred to as "classrooms," are defined as classrooms that are centrally scheduled by the units listed below. However, any unit that formerly controlled a general purpose classroom will continue to have scheduling priority over its use, per the procedures in this policy.

III. PURPOSE

Some classrooms are highly specialized spaces that can only be used for specific purposes, usually departmental-specific. These are known as specialized classrooms or specialized instructional spaces. The scheduling of any classrooms that fall into this category is controlled by the cognizant department. Departments cannot simply declare that a classroom is a specialized instructional space; all specialized classrooms as of Summer 2010 are provisionally "grandfathered" as long as they genuinely fit this category pending the verification of all space designations on campus by the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO), including the specialized nature of specialized classrooms.

In the past, general purpose classrooms were divided into two categories, departmentally-controlled and centrally-controlled classrooms. The fact that departmentally-controlled general purpose classrooms have slightly outnumbered centrally-controlled general purpose classrooms has contributed to a classroom shortage at Mānoa, which causes scheduling inefficiencies that affect students and faculty. As of Fall 2012, all general

purpose classrooms will fall into a single category and be available for scheduling by the Campus Scheduler.

IV. PROCEDURES

The following procedures are being implemented to provide a clear understanding as to how these resources are to be managed and utilized.

The Office of the Vice Chancellor for Academic Affairs (OVCAA) is the authority through which the University manages institutional classroom space, working with the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO) as need be when any alteration and/or remodeling work is needed.

Classroom Scheduling: Classrooms on the Mānoa campus are under the scheduling control of the following units:

- **Campus Scheduler**
 - Fall and Spring semesters, 7:30 am to 6:00 pm
- **Scheduler for Outreach College**
 - Fall and Spring semesters, 6:00 pm to 11:00 pm for classes offered and events sponsored by Outreach College
 - Summer Session I and II, 7:30 am to 11:00 pm for classes offered and events sponsored by Outreach College
 - Weekend, hours for classes offered and events sponsored by Outreach College
- **Facilities Management**
 - All hours on instructional days during Fall, Spring, and Summer semesters for all requests except for classes and events sponsored by the Campus Scheduler and Outreach College.
 - All hours as needed during weekends, holidays, and non-instructional days (i.e., Spring Recess) as requested by Registered Independent Organizations or UHM departments.

Under ordinary circumstances, departments located near classrooms will not dictate room availability, scheduling or appropriate room usage to other departments. Efforts will be made by appropriate schedulers to assign classes in local areas to the extent possible in order to minimize instructor travel between department and building.

In order to maximize the efficiency of the use of space on campus, the scheduling of courses needs to follow principles of efficient scheduling laid down by the Campus Scheduler. For example, during the Fall and Spring semesters, the regular structure of classes is three 50-minute periods, MWF, or two 75-minute periods, TTH, aside from those cases where there are two 50-minute periods, followed by break out sections, either labs or discussion sections. Courses that fall into these patterns can be scheduled at any point in

the day; courses that do not fall into these patterns can only be scheduled if the total schedule allows for an efficient use of the classroom. For instance, if a department schedules a three-hour seminar Monday morning from 9:00 to 12:00, that on its own might cause the same room to be vacant Wednesday and Friday morning at the same time, for a 33% utilization rate, that should be unacceptable. But three seminars on each of the mornings, or two, with a use of the same room for committee meetings and thesis/dissertation/hearings/defenses on the third morning would be fine.

Decommissioning Classrooms (converting a general purpose classroom into a specialized instructional space, controlled by a department): Units requesting the decommissioning of a classroom must submit a written request to the VCAA indicating the rationale and purpose. Because the need for general purpose classroom space is usually greater than the current inventory of classrooms, the OVCAA will carefully study each request and may take the following steps.

- Meet with the requesting unit to further define the need.
- Evaluate current utilization of the requesting unit's space.
- Compare requested space to current classroom inventory level.
- Consult with the Facilities Management Office (FMO) to determine suitability of available space and need for renovations .

Upgrading Classrooms: Units are not permitted to make physical alterations and/or renovations to any classroom space without prior approval from the VCAA, regardless of whether the unit is able to fund the renovation entirely from within its own budget. Units will submit proposals for improvements to existing classroom space to the OVCAA, who will involve OVCAFO, the Center for Instructional Support (CIS), and the FMO to determine if changes adhere to current standards, such as health and safety requirements, fire safety codes, ADA compliance, etc.

Units proposing any project that impact classrooms must include CIS in discussions prior to seeking OVCAA approval. Integration of multimedia technology must conform to the standards of CIS.

Requests for upgrading classrooms will be reviewed and approved by the VCAFO as part of the approval process. Final approval is granted by the VCAA. Once approved, the college/department must follow the process set forth by FMO for construction projects. Funding a renovation project does not give the person or unit providing the funds exclusive use of or privileged access to that space, although in allocating such space, the unit's contribution may be a consideration.

Changes in Classroom Status. Decisions regarding classroom space will be issued in writing by the VCAA and will be distributed to the following units:

OVCAFO, the requesting unit, CIS, Admissions and Records, Outreach College, Space Management Office and Facilities Management Office.

V. RESPONSIBILITIES

Center for Instructional Support (CIS): Responsible for installation, training, and maintenance of classroom multimedia technology. CIS also acts as a liaison for all issues related to classroom and will direct requests to the appropriate University unit.

- Ensure that appropriate and desired instructional equipment is accessible to faculty and students, through classroom installations and a system of equipment pools.
- Monitor classrooms to ensure the best possible environment for teaching and learning; serve as advocate for the faculty in the design of all new construction and renovations of classroom facilities; and serve as ombudsperson to resolve faculty and student concerns about classrooms.
- Consult with UHM academic units and individual faculty members to help them plan and provide the richest possible learning experiences for students, and to assist them in using instructional technology effectively within that context.
- Ensure that requirements for appropriate learning technologies are included in all University academic planning and budgeting.

Facilities Management Office (FMO): Responsible for maintaining classroom facilities.

- Ensure that CIS is included at the planning stage in meetings or discussions on projects which involve classrooms.
- Ensure that the FMO design staff meet with other offices (OVCAA, Campus Scheduler, Outreach College, etc.) as appropriate, on alteration projects involving classroom space as to the appropriateness of the project.
- Maintain sufficient level of classroom inventory items including, but not limited to, tablet-arm chairs, fixed seats, projection screens, markerboards, etc.
- Ensure that keys to classrooms are available only to staff of Facilities Management, Campus Security and CIS. In the future, departments or units nearby classrooms shall not be given keys to classrooms, nor shall classrooms be keyed similar to departments or accessible by department master keys without written approval from the VCAA.
- Resolve classroom problems in a timely fashion.
- Survey classrooms annually to identify and remediate safety and facilities-related issues.

Buildings and Grounds: Responsible for daily maintenance of classroom facilities.

- Relay custodian's reports on classroom problems to the appropriate office, e.g., equipment concerns to CIS, broken chairs to Facilities, etc.
- Open and secure classrooms on instructional days when Buildings and Grounds staff are on duty (6:00 a.m. to 2:00 p.m.).

Campus Security: Responsible for classroom security.

- Open and secure classrooms on instructional days when the Buildings and Grounds staff are not on duty, generally before 6:00 a.m. and after 2:00 p.m.
- Open and secure classrooms, when the need arises, on non-instructional days including weekends and holidays as instructed.
- Secure classrooms and building entries by 11:00 p.m. nightly. This time may be adjusted earlier or later depending on the activities occurring in the building.

Academic Units and Faculty: Responsible for returning classrooms to the same condition as when class was initiated each day.

- Do not store department property in classrooms. As universal places of learning, classrooms should be kept free of posters, drawings, advertisements, etc.
- Enforce the policy that food and drink are not allowed in classrooms.
- Report problems such as broken equipment or furniture to the building custodian.
- Turn off all lights, computers, overhead projectors, and all other electronic devices upon exiting the classroom.