



HARTWICK COLLEGE

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Academic Space Management Policy

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Introduction and Purpose

Academic space can be a limiting resource in the development, advancement and improvement of Hartwick's academic programs; therefore, effective utilization of this valuable resource is essential to the success of the College, its faculty and its students. Academic space is a critical college-owned resource and is subject to allocation, evaluation and reallocation to meet the overall needs and priorities of the institution. Stewardship of academic space resources is a joint effort between all College staff, faculty and students and relies upon everyone to ensure that space is used to support student success, foster collaborative research and promote positive work environments.

The Academic Space Management Policy establishes a framework for the efficient use, equitable allocation and periodic review of Hartwick's physical resources to support the College's mission. Academic space allocation and reallocation cannot be handled in an ad-hoc manner on a long-term basis without subsequent academic space issues arising. As such, this policy is intended to provide a basis for transparent academic space decisions that maintain a proper balance between teaching, research, student success, engagement and outreach, and administrative functions on campus.

Academic Space Committee

The Academic Space Committee (ASC) is composed of members from various campus constituents that embody a holistic view of College academic space resources and advise the Vice President for Academic Affairs regarding space planning and management decisions.

Policy

1. The College, and not any academic unit within the College, is the owner of its physical space resources.
2. All buildings on campus including leased facilities within or apart from campus are subject to this policy.
3. Allocation of space will be the Vice President for Academic Affairs decision, with the College's Academic Space Committee (ASC) providing recommendations.
4. The Vice President for Academic Affairs may delegate minor space decisions to ASC depending upon the nature of the request.
5. All academic space is subject to allocation and reallocation to align with the College's Strategic Plan, institutional priorities, and best interests of the College and its programs. Academic space requests that directly support education and research, including activities that support the student experience, will be prioritized. Short and long-term priorities will be considered to promote fiscal responsibility and equitable space allocations for the College's need and not for a single department.
6. Overflow or flexible academic space shall be preserved to ensure departments and the College can adequately address moves and changing staffing requirements.
7. Efficiency is balanced with flexibility to ensure proper stewardship of academic space resources and to achieve utilization.
8. Departments that create or develop interdisciplinary or interdepartmental projects should be prioritized when making academic space requests to promote collaboration and foster new pedagogies.
9. Academic space requests must all be submitted to the ASC. Requests will not be considered on historical grounds such as prior practices, informal discussions, or past use.
10. All academic units shall adhere to this policy. Deans, department chairs, associate or assistant vice presidents, and directors/managers are responsible for ensuring that their allocated space is used efficiently and coordinating any changes in use or allocation with ASC.
11. When space becomes vacant and is available for reallocation (e.g. resulting from program elimination, substantial reduction in program size, relocation of a program, etc.) the space reverts to the College space pool and is reallocated based on ASC recommendations.

12. All instructional space including classrooms, studios, labs, etc. - whether scheduled by the Registrar's Office or a department - will be scheduled through the College scheduling software.
13. All space occupancy changes will be reported to ASC to maintain data integrity.
14. A space request must be submitted and approved by the ASC before any change can be made to existing space allocations including research spaces. Conversion of existing space to other functional uses/occupancies is prohibited except when the ASC provides a recommendation and the Vice President for Academic Affairs approves the request.
15. All space moves or relocations shall be coordinated with the ASC regardless of whether the move is within the same building, department, or suite to maintain data integrity and ensure proper stewardship of College space resources. Key requests involving a move shall be coordinated through ASC.
16. When required by the Office of Disability Services and the ADA Coordinator, spaces shall meet the minimum requirements for the Americans with Disability Acts (ADA) specifically Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and its amendments of 2008. An alternative plan shall be made available to students and staff when requesting an ADA space including the use of the following spaces for instructional purposes: classroom, office, lab, conference room, or other space resource.
17. Upgrades, improvements or modifications to academic spaces by ARAMARK or others must be communicated to the ASC. The ASC reserves the right to review and reallocate project resources based on institutional need, in consultation with the Vice President for Academic Affairs.¹

Internal Controls

College executives, deans and department heads, and directors, are responsible for space stewardship and for accounting and reporting the space allocated to their units in accordance with this policy as well as abiding by the standards, principles, and procedures established by the ASC. ASC is responsible for managing a central inventory and handling all space requests.

Definitions

Athletic or Physical Education: A room or area used by students, staff, or the public for athletic or physical education activities. Includes gymnasias, 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.

¹ This implies sharing of project inventories between groups on campus to build awareness and manage resources in the best interest of the College.

This category includes rooms used to teach only if they are part of the physical education instructional program.

Classroom: A room or space used primarily for instruction of classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. A classroom may be equipped with tablet arm chairs (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., 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. Classroom layouts should be set. If furniture is temporarily rearranged for an event or another class, it must be reset to the original layout once the event has concluded.

Computer Classroom: A room equipped with computers that is used primarily for formally scheduled classes not tied to a specific subject or discipline that can be used for instruction in any subject or discipline.

Conference Room: A space serving a building or group of buildings and used primarily for meetings, events and departmental activities including instruction.

Department Storage: A space assigned to a department that is used to store equipment or materials for that department other than standard office supplies and equipment.

Exhibition: A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public. Includes both departmental and institution-wide museums, galleries, and similar exhibition areas which are used to display materials and items for viewing by both the institutional population and the public. Planetariums used primarily for exhibition are also included in this category.

Greenhouse: A building or space usually composed chiefly of glass, plastic, or other light transmitting material, which is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

Hazardous Waste Storage: A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations. Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure, the disposal of which is regulated by government environmental regulations.

Laboratory: 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.

Lecture Hall: A room with stepped or sloped floor, generally of large capacity, used primarily for lecture or lecture/demonstration classes. These rooms are distinguished from classrooms by the floor structure and from auditoriums by size, lack of a separate stage, and by functional use.

Lounge: A room used for rest, relaxation or study that is not restricted to a specific group of people, unit or area. A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines.

Meeting Room: A room that is used for a variety of non-class meetings and available to all students, staff and the public; examples include spaces for study groups, boards, community groups, student groups. Meeting rooms can be for-fee spaces on campus.

Multi-Use Space: A space can serve multiple purposes such as being used as a classroom, event space, meeting room or other space listed on this inventory. Examples include, but are not limited to, Shineman Celebration Room, Wandersee Lounge, Eaton Lounge and the Apartment Classroom.

Office: A space housing faculty, staff, or students working at one or more desks, tables, or workstations.

Research Lab: A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (sponsored with federal, state, private, or institutional funds).

Residence Hall Classroom: A room used primarily for classes and is located within a residential dormitory.

Seminar Room: A room used primarily for classes, equipped with tables and chairs, used for small organized group discussion.

Studio: A space used primarily for the purpose of acting, painting, pottery (ceramics), sculpture, woodworking, photography, graphic design, filmmaking, animation, radio or television production broadcasting, the making of music, or similar use. Also includes formal or regularly scheduled instruction that requires special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline.

Team-Based Learning Classroom: A team-based learning classroom (TBL) is a technology-rich learning environment containing round tables which seat three teams of three students (9 total) to facilitate interactions and problem-solving. Each table can view and project to a flat screen monitor. Each three-person team is furnished with a computer, white board, microphone and camera to capture material on their white board. The instructor can display material on all or some flat screens and computers and can also capture and share material from any team's white board or computer.

Unoccupied Space: Space that at the time of an inventory, annual space survey or audit is not assigned to any faculty or staff members but is allocated to a department or under renovation.

Vacant Space: Space that has been unoccupied for 90 consecutive days and is then allocated for reallocation.