OP 61.06: Teaching Space Renovation or Usage Changes

DATE: March 17, 2016

PURPOSE: This Operating Policy/Procedure (OP) establishes a standard university procedure to renovate or change campus teaching space. This OP is necessary to ensure compliance with The Higher Education Coordinating Board facilities inventory reporting requirements, Space Usage Efficiency (SUE), and university standards to maintain an appropriate amount of teaching space now and in the future.

REVIEW: This OP will be reviewed in September of odd-numbered years by the managing director of Planning and Administration and the Office of the Registrar with recommended revisions forwarded through the assistant vice president for operations to the vice president for administration & finance and chief financial officer.

Applicability

This OP ensures that use of teaching space at TTU is accurately represented and reported and that the space meets the university’s current and future demands. This OP ensures that teaching space is accurately coded in the facilities inventory for scheduling purposes. Scheduling of teaching space must meet SUE metric requirements, which depend on correct space use codes.

POLICY/PROCEDURE

1. Classrooms (110 Space Use Code): A room or space used primarily for regularly scheduled instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space (THECB, 2012).
   a. All planned changes in classroom use must be submitted to and reviewed by the Office of the Registrar and approved by Operations Division Planning and Administration (ODPA) and the Space Allocation Committee (SAC).
   b. All planned classroom renovations that alter a room’s footprint must be submitted to and reviewed by the Office of the Registrar and approved by ODPA and the SAC.
   c. Any planned addition of a classroom must be submitted to and reviewed by the Office of the Registrar and approved by ODPA and the SAC.

2. Class Labs (210 Space Use Code): A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be
scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present (THECB, 2012)

a. All planned changes in class lab use must be submitted to and reviewed by the Office of the Registrar and approved by ODPA and the SAC

b. All planned class lab renovations that alter a room’s footprint must be submitted to and reviewed by the Office of the Registrar and approved by ODPA and the SAC

c. Any planned addition of a class lab must be submitted to and reviewed by the Office of the Registrar and approved by ODPA and the SAC

3. Other Teaching Spaces

Modifications to other teaching spaces do not require ODPA or SAC approval, but notification to these offices is required.

Other teaching space includes the following space use codes:

<table>
<thead>
<tr>
<th>Space Use Code</th>
<th>Space Use</th>
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<tbody>
<tr>
<td>220</td>
<td>Special Class Laboratory</td>
</tr>
<tr>
<td>230</td>
<td>Individual Study Laboratory</td>
</tr>
<tr>
<td>610</td>
<td>Assembly</td>
</tr>
<tr>
<td>680</td>
<td>Meeting Room</td>
</tr>
</tbody>
</table>

All planned changes in use, renovations, or additions of any of the above teaching spaces require notification through ODPA and the SAC.

Attachment: Teaching Space Renovation or Usage Change Approval Form