



September 5, 2018

To: Deans, Directors and Heads, Student Senate Caucus

cc: Enrolment Services, Facilities Planning, Centre for Teaching, Learning & Technology, Office of the VP Academic, Office of the VP Students, Selected Senate Committee Chairs

From: The Senate Secretariat on behalf of the Academic Building Needs Committee

Re: **Learning Space Study**

The Senate Academic Building Needs Committee is conducting a study of the suitability and usage of learning spaces on the Vancouver campus. The Committee is seeking feedback from the academic community on this matter, specifically from academic units, faculty and students. As may be relevant, we ask that you forward this memorandum to staff within academic units who have relevant responsibilities (e.g. timetabling representatives) and to any faculty and students that you feel should be aware of it.

The Committee is seeking feedback in two ways:

1. Written comments should be submitted via email to Lauren Small at lauren.small@ubc.ca. The Committee will be accepting written feedback and comments until October 12, 2018.
2. Interested persons are invited to a forum to discuss the issues and to provide feedback in person. The forum has been set for Tuesday, October 9 from 2:00 – 3:30 pm at a location to be announced. Individuals interested in attending are requested to e-mail lauren.small@ubc.ca by October 2 to confirm attendance.

The Committee is particularly interested in the following issues:

- The process, priorities and designations of establishing learning spaces through new capital projects and major renovation projects; as well as the associated process and priorities with respect to classroom improvement projects.
- The suitability of classroom configurations and facilities, including AV standards, and classrooms with specialized technologies.

- The assignment and reassignment of learning spaces as *Restricted Teaching Space*¹ and *General Teaching Space*, the latter including the designation of *Tier 1* and *Tier 2 access* spaces with respect to specified programs.
- Course scheduling and bookings that are undertaken in an efficient, effective and fair manner, recognizing the multitude of priorities, criteria and constraints (e.g. tiered access, scheduling pattern, occupancy rates, utilization rates, walking distances, non-standard schedules, ...)

Please note that the Committee has decided not to give consideration to other aspects of teaching spaces, including re-assignments between teaching and non-teaching spaces (e.g. research spaces), laboratories and other non-classroom restricted spaces, summer term usage, examination scheduling, non-academic use of learning spaces and ad hoc room bookings.

Further information on some of the above topics is available as follows:

- For Learning Spaces, see [here](#)
- For Scheduling Services, see [here](#)
- For academic course scheduling guidelines, see [here](#)

Finally, it should be noted that Enrolment Services is initiating a larger scale, longer term project focused on classroom scheduling, and so is participating as an observer of the current consultation process, with access to all submissions that are made. As it may determine, Enrolment Services may undertake a subsequent consultation process relating to its project.

Respectfully submitted,

Michael Isaacson, Chair, Academic Building Needs Committee

¹ In simple terms: *Restricted Teaching Spaces* refer to teaching spaces that are available to meet a particular unit's teaching needs; *General Teaching Spaces* refer to teaching spaces that are available to meet campus-wide teaching needs; *Tier 1 access* refers to a designated program's priority access to specified General Teaching Spaces during a prescribed timeline; *Tier 2 access* refers to any program's access to General Teaching Spaces once the assigned timeline for Tier 1 access has passed.