

December 9, 2005

General Purpose Classroom Advisory Committee

POLICY AND PROCEDURES REGARDING CHANGE OF STATUS BETWEEN GENERAL PURPOSE AND DEPARTMENTAL CLASSROOMS

Policy

Any changes in the management responsibility of an existing University of Nebraska-Lincoln campus existing classroom between general purpose (GP) classrooms and departmental controlled classrooms should occur in accordance with the guidelines and procedures in this document.

A transfer of classroom status is appropriate when the net result of the transfer enhances the instructional capacity of the University in its educational mission. Any such transfer should be compatible with campus needs in key classroom categories: lecture hall, large classroom, classroom, and small classroom.

Procedure

Request/Recommendation

A request to change the classification of a classroom from General Purpose to Departmental or from Departmental to General Purpose should be initiated by the department or college affected by the change. Requests may also be initiated by the Office of the Senior Vice Chancellor for Academic Affairs (SVCAA).

Requests are to be filed with Institutional Research and Planning (IRP) by the second week of classes a full one year prior to the transfer becoming final (with exceptions for special circumstances). IRP will forward copies of the request to the SVCAA and the Classroom Advisory Committee. For each room affected by the request, supporting documentation must include:

- Letter of request describing the desired transfer signed by the representative department chair and the corresponding college dean.
- The request must make a case for a demonstrable, just cause for transfer to Departmental Classroom status and vice versa.

- An updated copy of classroom usage statistics from Institutional Research & Planning.
- An impact appraisal from the Registrar's office on the change in the availability of classrooms in categories affected by this transfer.
- Any proposals to accommodate or compensate for lost classroom space as a result of the proposed change.

Requests and supporting documents will be acted upon by the General Purpose Classroom Advisory Committee. At least one month in advance of their scheduled meeting, the GP Classroom Advisory Committee will announce the proposed changes to the campus. Affected parties will be allowed to present their opinions in an open session of the GP Classroom Committee meeting.

Status change proposals will be voted on in a closed session of the GPCC meetings. Approved transfers will be forwarded to the SVCAA for final approval.

Conditions of Transfer

- A department turning back classroom space to GP status will receive schedule priority for the same classroom space during the first scheduling cycle after transfer of the responsibility for its care.
- For classrooms moving from GP to departmental status, departments must assume support for instructional technology in the classroom. Information Services will be under no obligation to continue to support technology in the departmental classroom unless contracted to do so.
- For classrooms moving from departmental to GP status, Information Services will assume support responsibilities for instructional technology in the classroom in accordance with funding and staffing plan. Information Services will be under no obligation to continue to support technology in the manner supported by the department.

Compensating Space

- Any offer of compensating space must provide adequate substitution for space leaving the GP pool or result in no net loss of classroom space.
- An offer of compensating space will be appropriate in all cases except where a surplus of GP classrooms exists in the category from which the classroom is being removed (Lecture Hall, small classroom, etc).