Surrounding building occupants in the area. Dunbois, Unfortunately, this is the only unused space at this time. Please coordinate your efforts with the approved request. We have reassigned the small office currently located between Rooms 14 and 15 in Dunbois to accommodate for approved requests to the President and the University College/Academic Transition Programs.

Subject: Your request for office space in Dunbois has been recommended for approval to the President and the University College/Academic Transition Programs.

Date: July 10, 2012

From: Janice L. Burton, Chair, Space Committee

To: Ms. Rebecca Campbell
Routine

Yes ________ No ________
Are Days Available

Yes ________ No ________
Are Renovations Needed

Research Personnel Needed:

Faculty

Students

Started:

Faculty = 1
Students = 500

Projected Start of Program

Projected for Fall 2012

If Yes, Specify:

Rebecca Campbell's faculty office in COE, and Educational Psychology GTA offices in

Vacation Existing Space:

Yes ________ No ________

If Temporary, Duration of Use:

Reclassification is Needed to Be:

First Day of Use:

(Continuation of Space)

Building:

Area of Campus:

Location for the Space Desired

Address of the Proposed Location:

Phone and Internet

Other:

Lab Station Capacity:

Scheduling Capacity:

Size of the Area:

Use of Space:

List the Space Needed

Date 6/7/2012

Requestor: Rebecca Campbell

Received by SPUC Chair:

Space Planning And Space Utilization Committee
flexibility in scheduling. Shifts may be offered in three areas to enable those evening hours to provide working hours, and allow for more

ment hours. on the support for peak teaching in cases of an emergency/short notice. Enabling your professional

uman Resources will be sharing their work in order to provide

G/CHA supervision, regular staff meeting, student staff scheduling, reception, and administrative support.

the position of a secretary/grader. Compiled from local and published on a daily basis. In addition to the approval of the supervisor, a full

the building is full capacity for teaching (th 24/7) peak instructor office hours (th 5/7). The director (th 1/7), coordinator

because the NAU 170 instructional staff (secretary, instructor and G/CHA) provide the supervision for the peak

35 peak instructor absences and 736 office hours in Room 198.

Each fall we also continue approximately 70 sections of NAU 170: Transition to College which enables

instructional staff to recognize these more peak courses and teaching opportunities.

not exceed the number of sections of NAU 170 and NAU 171 combined. These sections are included with our weekly small group meetings with the NAU 170 program coordinator. These

beginning FY 2012-2013, NAU 170 will be required for all first-year students on academic probation. When this

approximately 500 new students with first-year students in FY 2011-2012 in Room 198 above.

NAU 120: Study Skills and Academic Success and NAU 190: Back on Track (comparing EPS 101, EPS 109 and

and consistent with the University’s General Education Program. Academic Program is directly involved in FLL and

Our department implements these first-year courses serving over 1500 students across 100 sections with

is also been used to house our coffee, core supplies, and provide additional space to provide meeting as needed.

University College and a research/office space is located in Bannister Agriculture/Science Building. Room 20

C/CHA’s still being connected to other department and one of these courses, previously

Administration. Request is based on the number of students on the lower level of the building. Much of our

Approved

Date

SPSU Chairs

Recommendation 4th

Recommendation sent to

Request For Space Reallocation

SPACE PLANNING AND SPACE UTILIZATION COMMITTEE
feasibly in scheduling

...