The President has approved the Space Committee's decision to assign offices numbered 20 and 22 to your use for the Academic Transition Program. Your request for two office spaces in the du Bos Center, Building #64, has been approved. This memorandum serves to confirm these arrangements.

Subject: Space Request for Offices in du Bos Center

Date: August 16, 2011

From: Jennis L. Burton, Chair, Space Committee

To: Karen Pugh, Vice Provost for Academic Affairs

Northern Arizona University
Flagstaff, AZ 86011-4906
P.O. Box 4088
928.523.2708
928.523.4230 Fax
Office of the Vice President for Finance & Administration

Memorandum
<table>
<thead>
<tr>
<th>Are Dollars Available</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are Revisions Needed</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Sections of EPS 101 and 201 with an enrollment of 450 and 500 students respectively. Sections of EPS 101 with an enrollment of 1600, 25 and 50%

Only Growth Position is needed. New section includes 1 Program Director, 2 CA's, 3 Program Coordinator, 1 Faculty, 1 Student.

Projected Growth of Program: 500

First day of Use: [Date]

We are prepared to move whenever space becomes available.

We based our own staff observations and conversations with staff in other similar academic environments on our large and undersized staff and provide program staff and program areas that are undersized to our current space and would allow us additional flexibility to staff our current space.

We currently occupy Room 17, 18 and 19 of the Do Bus Center.

We have already increased by over 50 individuals and will have to increase by over 50 individuals and will have to implement various programs to accommodate the new schedule over 50

Building:

What is the name of the campus:

South Campus

Du Bus Center

LOCATION FOR THE SPACE DESIRED

Requirements Required:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Support Equipment</td>
<td>None</td>
</tr>
<tr>
<td>Special Needs</td>
<td>None</td>
</tr>
</tbody>
</table>

SESSIONS:

Need additional office space for Program Coordinator and space for coaching.

Coaching and 35% Undergraduate Peer Coaches:

Instructor: We are expanding our programming for Fall 2011 to include a Program.

We currently have space for the Program Director, 3 CA's and 4 Peer.

Coaching Initiative:

Academic Transitions Programs (ATP) - NAV 101, NAV 104, EPS 101

(complete as appropriate for requested space)

<table>
<thead>
<tr>
<th>Use of Space</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Space Use]</td>
<td>[Size]</td>
</tr>
</tbody>
</table>

DATE: [Date]

REQUEST FOR SPACE RELOCATION

Space Planning and Space Utilization Committee
Access, persistence, and affordability. Progression especially NAU strategic goal 1 - learning centered university, and Goal 2 - student and EPS 101 increase retention of at risk student.

Program coordination and institutional research show that NAU 100 increases student retention.

Program Coordinator

The requested space will allow us more room for coaching sessions and placement for the year students. In particular, EPS 101 will be expanded into a model to include peer coaching and coaching sessions. The first year coaching program (EPS 101), a course for students enrolled in Academic Transition Programs directs programs to promote student success, retention, and academic transition. Programs and other academic programs must accompany this form. A justification based on the university strategic priorities, personal needs, proposed growth of

Approved

Denied

Approved

Hammerchair

4. Recommendation sent to administration

Recommendation

Received

3. Received by SPSCF Chair

Received by the President

2. Provost Vice President

1. Provost

REQUEST FOR SPACE REALLOCATION
SPACE PLANNING AND SPACE UTILIZATION COMMITTEE