University Policy 9260

University Classroom Committee

Effective Date

January 2020

Responsible Party

Chief Operating Officer and Vice President for Campus Operations, (208) 426-1493
Provost and Vice President for Academic Affairs, (208) 426-1202

Scope and Audience

This policy applies to all University classrooms.

Additional Authority

University Policy 4160 (Development of Schedule of Classes)
University Policy 9170 (Capital Project Needs)

1. Policy Purpose

To define and outline the responsibilities of the University Classroom Committee (“Committee”), a standing committee of the Facilities Planning Council that ensures University classrooms meet the needs of current and future students.

2. Policy Statement

The University is committed to providing a system of governance and broad-based input regarding University classrooms to ensure the needs of students and faculty are met, and to enhance the learning experience for all.
3. Definitions

3.1 Classroom

A campus space where a group of students are provided official University coursework that has been scheduled by the Registrar or a College Department.

3.2 Department-Controlled Classroom

A Classroom assigned to a specific department responsible for scheduling classes in the space.

3.3 Department Priority Classroom

A Classroom controlled by the Registrar with first priority for assignment going to the associated department.

3.3 General Assignment Classroom

A Classroom scheduled only by the Registrar.

4. Responsibilities and Procedures

4.1 University Classroom Committee Responsibilities

The University Classroom Committee is a standing committee of the Facilities Planning Council. The Committee is charged to meet at least once annually and more, if needed, to regularly review and assess all aspects of University classrooms. The Committee will provide recommendations from their review and assessment to the Facilities Planning Council. The Committee’s activities will include, but will not be limited to the following:

- Review annual classroom utilization statistics
- Make recommendations on classroom usage and priority
- Review and analyze classroom sizes, quantities, and classifications; make recommendations to meet future campus needs
- Make recommendations for the classifications of existing and new classrooms (General Assignment, Department Priority or Department-Controlled)
- Evaluate the long and short-term impacts of adding classrooms or changing existing classrooms to non-classroom functions
• Conduct condition assessments of classroom facilities

• Provide oversight and recommendations for the classroom upgrades/maintenance needs on the campus.

• Assist in the development of systematic long-range plans to prioritize and implement classroom renovations, upgrades, furniture replacement, and technology improvements.

• Develop and recommend campus classroom design standards to include layouts, finishes, furnishings, lighting, specialty equipment, media, etc.

• Identify potential funding sources for classroom improvements

• Make recommendations for faculty development and/or training needs associated with newly designed classrooms

• Review available assessment data related to the impact of classroom renovations on student success, engagement, etc.

4.2 University Classroom Committee Membership

The Committee consists of the following members:

• Co-Chair – Provost and Vice President for Academic Affairs, or designee;

• Co-Chair – Chief Operating Officer and Vice President for Campus Operations, or designee;

• Four (4) Faculty Representatives – one (1) appointed by the Faculty Senate and three (3) appointed by the Provost;

• Two (2) Student Representatives - appointed by the Associated Students of Boise State University (ASBSU);

• One (1) Student Representative – appointed by the Dean of the Graduate College;

• Executive Director, Center for Teaching and Learning, or designee;

• Registrar, or designee;

• Director, Educational Access Center; and

• Associate Vice President and Chief Information Officer, or designee
The Chief Operating Officer and Vice President for Campus Operations will ensure the Committee is staffed with experts from Campus Planning and Facilities to support their charge.

Revision History