



University Academic Senate
Executive Committee of the Senate
Kristine Mullendore, Chair 2010-11
Nancy M. Levenburg, Vice Chair 2010-11

Memorandum

TO: Joe Fisher, Acting Chair, Faculty Facilities Planning Advisory Committee

FROM: Kristine Botsford Mullendore, Chair, ECS/UAS

A handwritten signature in purple ink that reads 'Kristine B. Mullendore'.

SUBJECT: Agenda for 2010-2011

DATE: August 20, 2010

CC: Gayle R. Davis, Provost and Vice President for Academic Affairs
ECS Members
FFPAC Members

At its retreat on August 19, 2010, the Executive Committee of UAS agreed that we should continue to offer some guidance to the standing committees as they embark upon another academic year. This assistance is intended to support the ongoing work of the members of each committee as they identify and prioritize agenda items for the upcoming academic year.

We congratulate you on your work and achievements over the 2009/2010 academic year, and look forward to your continued progress on surveying faculty members concerning their classroom needs.

Attached for your reference is the section from the Faculty Handbook which outlines the regular responsibilities of your standing committee. In attending to these regular duties, ECS would like you, as time permits, to address the following matters in no particular order:

1. **Classroom Needs Survey.** Continue to utilize various means to collect information from academic units, faculty members, and other constituencies in order to learn about classroom (and facilities) needs, and share this data with University Facilities Planning. Explore ways to enhance communications with faculty members concerning classroom and facilities needs.
2. **Long-term Facilities Needs.** Survey unit heads concerning long-term facility needs, summarizing and reporting this information to University Facilities Planning. Evaluate when and where your committee can best provide useful input about on-going renovation and future design and renovation of teaching spaces.
3. **Faculty Access and Input.** Improving faculty access and input to institutional policies and decisions regarding building priorities, including non-classroom spaces. This should include designating at least one FFPAC committee member to serve on each new building committee.

Thanks for all the work you do on this important committee.

b. Faculty Facilities Planning Advisory Committee (FFPAC)

i. Faculty Membership: Faculty membership of the FFPAC consists of seven members from CLAS, two from the Seidman College of Business, one from each of the three remaining colleges, and one from the library. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered.

ii. Student Membership: One student representative selected by the Student Senate for a one-year term.

iii. Administration Membership: One Facilities Planning representative ex officio, non-voting and one Faculty Teaching & Learning Center representative ex officio, non-voting.

iv. Responsibilities: The role of this Advisory Committee is to provide recommendations to Facilities Planning on planning, remodeling, and building academic facilities at GVSU, with the goal of providing an optimal teaching and learning environment. Specific responsibilities include:

- a) Serve as a liaison between the GVSU academic community and Facilities Planning
- b) Inform and advise Facilities Planning on factors that affect teaching and learning; most importantly (but not limited to) classroom design.
- c) Maintain a collaborative relationship with the building project committees in order to facilitate faculty input into decision-making.
- d) Review current classroom space and make recommendations for future new and remodeled classrooms.