FACULTY SENATE
Est. 1991

Chairperson	Vice Chairperson	Executive Secretary	Parliamentarian
Ronald M. Zaccari	**Louis Levy**	**Mike Meacham**	**John Samaras**

Agenda
March 23, 2006

The Faculty Senate will meet Thursday, March 23, 2006 in the **_MAGNOLIA ROOM_** at 3:30 p.m.

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

Special Request: At the request of the University President and Executive Secretary of the Senate, any actions from the Senate sent to the Executive Secretary for approval after the Senate votes should be accompanied by a written document with the rationale and purpose of the decision.

1. Call to Order by Dr. Ron Zaccari
    For the benefit of record keeping, senators and visitors will please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present

2. **Approval of the <u>minutes of the February 16, 2006</u> meeting of the Faculty
    Senate.   These may be found at:** http://www.valdosta.edu/vsu/facsen/Minutes/060216min.pdf

3. New business

    a. Report from the Academic Committee – Louis Levy

        (1). November 14, 2005 (see Appendix A)
        (2). January 9, 2006   (see Appendix B)

    b. Report from the Committee on Committees – Elaine Yontz

    c. Report from the Institutional Planning Committee – Richard Schmertzing

    d. Report from the Faculty Affairs Committee – John Hummel

e. Report from the Faculty Grievance Committee – Stephen Lahr

f. Report from the Senate Executive Secretary – Mike Meacham

   (1). Notices from Dean of Students on Absentees
   (2). Year end verbal reports
   (3). Vote on Standing Committees (see VSU Statutes, Article VI, Section 6, b)

g. Proposed Dates for Fall 2007 through Summer 2008 by Academic Scheduling and Procedures
   Committee – Marty Williams (see Appendix C)

h. Recommendations on Space Management Guidelines from University Council
   (see "Policy Review Memorandum", "Space Management Guidelines Draft",
   "Flowchart")

i. Report from the Strategic Communication Task Force – Michael Noll

4. Old Business

   a. Report from Nominating Committee and Election

   b. Update on Academic Probation report returned to Academic Scheduling and Procedures
      Committee for clarification

   c. Update on Non-credit courses concerns remanded to Educational Policies Committee

   d. Any further update on plagiarism (Education Policies Committee)

   e. Any further update on considering charging an E-rate to Distance Learning students
      (Technology Committee)

 5. Discussion

 6. Adjournment

Appendix A

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Rose Room on Monday, January 9, 2006. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Mr. Eric Nielsen, Dr. David Boyd, Dr. Bruce Caster, Dr. Clemente Hudson (proxy Dr. Yahya Mat Som), Dr. Linda Floyd, Dr. Elaine Yonz, Ms. Catherine Schaeffer, Dr. Eric Nielsen (proxy Dr. Carl Cates), Dr. Frank Flaherty, Dr. Kathe Lowney, Dr. Don Seat, Dr. Bill Buchanan, Ms. Iris Ellis, Dr. James Humphrey, Mr. Cliff Landis, and Dr. Diane Holliman.

Members Absent: Dr. Yahya Mat Som, Dr. Carl Cates, and Dr. Deborah Weaver.

Visitors Present: Mr. Pat McGuire, Dr. Wenju Shen, Dr. Brian Adler, Dr. Linda Calendrillo, Dr. Christine James, Dr. Jane Zahner, Dr. Phil Gunter, Dr. Don Leech, and Mr. Lee Bradley.

The Minutes of the November 14, 2005, Academic Committee meeting were approved.

A.   College of the Arts

1.   New course, Perspective (PERS) 2600, "International Film", (INTERNATIONAL FILM – 2 credit hours, 1 lecture hour, 2 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 with the description changed to read …major international film… . (pages 6-10).

B.   Library Science

1.   Revised departmental admission requirements were approved effective Fall Semester 2006. (pages 11-12).

C.   College of Nursing

1.   New course, Nursing (NURS) 3800, "Student Success: Problem-based Learning", (STUDENT SUCCESS: DIDACTIC – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 was approved with the first sentence of the description changed to read Specific teaching/learning activities aimed at improving academic performance among at-risk nursing students. (pages 13-18).

2.   New course, Nursing (NURS) 3900, "Student Success: Clinical Applications in Problem-based Learning", (STUDENT SUCCESS: CLINICAL – 3 credit hours, 0 lecture hours, 9 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 was approved with the first sentence of the description changed to read Specific teaching/learning clinical activities aimed at improving clinical and academic performance among at-risk nursing students. (pages 19-25).

D.   College of Arts and Sciences

1.   Revised name for Environmental Geography to Environmental Geosciences was approved effective Fall Semester 2006. (pages 26-27).

2.   Deactivation of HIST 4201/6201 was noted effective Summer Semester 2006. (page 28).

3.   Deactivation of PHIL 3310, 3390, and 3410 was noted effective Spring Semester 2006. (pages 29-30).

E.   College of Business

1.   New course, Accounting (ACCT) 3250, "Forensic Accounting", (FORENSIC ACCOUNTING – 3 credit

hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 with the description changed to read …accounting. Topics includes… . (pages 31-34).

2. Revised course prefix, Finance (FIN) 3370, "Financial Statement Analysis", (FINANCIAL STATEMENT ANALYSIS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 35-36). Deactivation of ACCT 3370.

3. Revised course prefix, Accounting (ACCT) 4800, "Auditing", (AUDITING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 37-38).

4. New course, Accounting (ACCT) 3700, "Internal Auditing", (INTERNAL AUDITING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 with the description changed to …use of computer-assisted… . (pages 39-43).

F.   **College of Education**

1. Revised program requirements for the MED in Educational Leadership was approved effective Spring Semester 2006. (pages 44-45).   **Pending Graduate Executive Committee approval

2. Revised program requirements for the EDS in Educational Leadership was approved effective Spring Semester 2006. (pages 46-47).   **Pending Graduate Executive Committee approval

3. Revised program requirements for the EDS in Educational Leadership – L6 Option was approved effective Spring Semester 2006. (pages 48-49).   **Pending Graduate Executive Committee approval

4. New course, Educational Leadership (LEAD) 7600, "Technology Leadership for School Improvement", (LEADERSHIP TECHNOLOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006 with the description changed to read …candidates' application of… . (pages 50-76). **Pending Graduate Executive Committee approval

5. Revised lecture/lab hours, Instructional Technology (ITED) 7299, "Internship in School Media Centers", (INTERN IN SCHOOL MEDIA CTRS – 3 credit hours, 0 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 77-78).

6. Revised title, Instructional Technology (ITED) 7200, "Information Resources and Uses", (INFORMATION SOURCES AND USES – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 79-80).

7. Revised course description, Instructional Technology (ITED) 7302, "Needs Assessment", (NEEDS ASSESSMENT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 81-82).

8. Revised course description, Instructional Technology (ITED) 7401, "Using Networked Systems for Teaching and Learning", (USING NETWRKD SYSTM TCHNG/LRNG – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 83-84).

9. Revised course description, Instructional Technology (ITED) 7403, "Instructional Technology Leadership Seminar", (INSTRUCTIONAL TECH SEMINAR – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 85-86).

10. Revised course description, Instructional Technology (ITED) 8400, "Technology Selection for Learning Environments", (TECH SELECT FOR LRNG ENVIRON – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 87-88).

11. Revised course title, Instructional Technology (ITED) 8900, "Special Topics in Instructional Technology", (SPECIAL TOPICS INST TECH – 1-3 credit hours, 1-3 lecture hours, 0 lab hours, and 1-3 contact hours), was

approved effective Spring Semester 2006. (pages 89-90).

12. Revised preprequisite, Instructional Technology (ITED) 8970, "Action Research Methods and Planning", (ACTION RES MEHTODS & PLANNING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 91-92).

13. Revised course prerequisite, Instructional Technology (ITED) 8999, "Journal-Ready Thesis", (JOURNAL-READY THESIS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 93-94).

14. Revised lecture/lab hours, Curriculum and Instruction (CIED) 9200, "Curricular and Instructional Needs Assessment", (C & I NEED ASSESS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 95-96).

15. Revised lecture/lab hours, Curriculum and Instruction (CIED) 9400, "Curricular and Instructional Design and Development", (C & I DESIGN & DEVELOP – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 97-98).

16. Revised lecture/lab hours, Curriculum and Instruction (CIED) 9500, "Curricular and Instructional Implementation and Evaluation", (C & I IMPLEMENT & EVAL – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 99-100).

17. Revised course description, Research (RSCH) 8000, "Advanced Research Methodology", (ADV RESEARCH METHODOLOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006 with the following prerequisite added – Prerequisite: RSCH 7100 or permission of instructor. (pages 101-102).

18. Revised course description, Educational Leadership (LEAD) 8850, "Directed Study in Educational Leadership", (DIRECTED STUDY IN EDUC LDRSHP – 1-3 credit hours, 1-3 lecture hours, 0 lab hours, and 1-3 contact hours), was approved effective Spring Semester 2006. (pages 103-104).

19. Revised course title, number, and description, Educational Leadership (LEAD) 8900, "Internship and Field Based Research I", (INTERN/FIELD BASED RESEARCH I – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006. (pages 105-106).

20. Revised course title, number, and description, Educational Leadership (LEAD) 8910, "Internship and Field Based Research II", (INTERN/FIELD BASED RESEARCH II – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006. (pages 107-108).

21. Revised program requirements for the MED in Early Childhood were approved effective Fall Semester 2006 with the effective date changed from 2005 to 2006. (pages 109-110).

22. Revised course title, and description, Early Childhood (ECED) 7210, "Assessment and Action Research in Early Childhood", (ASSESS & ACT RSCH IN ECE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006 with the effective date changed from 2005 to 2006. (pages 111-112).

23. Revised course title, and description, Early Childhood (ECED) 7320, "Curriculum and Instructional Strategies P-5", (CURR AND INST STRATS P-5 – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006 with the effective date changed from 2005 to 2006. (pages 113-114).

24. Revised course description, Early Childhood (ECED) 7330, "Issues and Trends in Early Childhood Education", (ISSUES/TRENDS IN ECED – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006 with the description changed to read …trends, and problems in early childhood education with special reference to professional ethics, mentoring and various…, and the effective date changed from 2005 to 2006. (pages 115-116).

Respectfully submitted,

Charles L. Hudson
Registrar

Appendix B

VALDOSTA STATE UNIVERSITY
ACADEMIC COMMITTEE MINUTES
January 9, 2006

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Rose Room on Monday, January 9, 2006. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Mr. Eric Nielsen, Dr. David Boyd, Dr. Bruce Caster, Dr. Clemente Hudson (proxy Dr. Yahya Mat Som), Dr. Linda Floyd, Dr. Elaine Yonz, Ms. Catherine Schaeffer, Dr. Eric Nielsen (proxy Dr. Carl Cates), Dr. Frank Flaherty, Dr. Kathe Lowney, Dr. Don Seat, Dr. Bill Buchanan, Ms. Iris Ellis, Dr. James Humphrey, Mr. Cliff Landis, and Dr. Diane Holliman.

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Respectfully submitted,

Charles L. Hudson

Registrar

Appendix C   **Proposed Dates For Fall 2007 through Summer 2008**

FALL 2007

Mon, Aug 13	First Class Day
Mon, Sept 3	Labor Day
Thurs, Oct 4	Midterm
Mon-Tues, Oct 15-16	Fall Break
Wed- Fri, Nov 21 – 23	Thanksgiving Holidays
Mon, Dec 3	Last Class Day
Tues, Dec 4	Exam Prep Day
Wed- Fri, Dec 5- 7	Exams
Sat, Dec 8	Graduation

SPRING 2008

Mon, Jan 7	First Class Day
Mon, Jan 21	MLK Holiday
Thur, Feb 28	Midterm
Mar 10- 14	Spring Break – Option 1
Mon, Apr28	Last Class Day
Tues, Apr 29	Exam Prep Day
Wed- Fri, Apr 30 – May 2	Exams
Sat, May 3	Graduation

SUMMER 2008

Maymester	
Thur, May 8	First Class Day – Mayterm
Mon, May 19	Midterm for Maymester
Mon, May 26	Memorial Day- Holiday
Thur, May 29	Last Class day – Mayterm
Fri, May 30	Maymester exams
Summer II (full term)	
Wed, Jun 11	First class day
Mon, Jul 7	Midterm
Fri, Jul 4th	Holiday
Jul 29	Last Class Day
Jul 30 – Aug 1	Exams
Sat, Aug 2	Graduation
Summer III	
Wed, Jun 11	First class day
Fri, Jun 20	Midterm
Wed, Jul 2	Last class day
Thurs, Jul 3	Exams
Summer IV	
Tues, Jul 8	First class day
Thur, Jul 17	Midterm
Tues, Jul 29	Last class day
Wed, Jul 30	Exams
Sat, Aug 2	Graduation

To: Executive Secretary, Faculty Senate
        Chair, Council on Staff Affairs
        President, Student Government Association

Cc: Jim Black, Vice President of Finance and Administration
        Ronald Zaccari, University President

From: Christy Coons Yates, University Council

Date: February 13th, 2006

Re: Feedback on the Space Management Guidelines Document

As members of the University Council, you all are aware we have initiated a procedure for reviewing policy documents that affect the entire University. I have attached a copy of this process for you to share with your constituent groups. The University Council recently completed the 'First Look' portion of the review process with the Space Management Guidelines and revisions were made based on those discussions. In addition to the updated version of the document, I have attached an executive summary which includes brief explanations about issues that have already been addressed through the University Council's initial review of the document.

We would now like to give your groups the opportunity to review the document and provide feedback as you deem appropriate. You may choose to do this in your executive committee meetings, or open it to larger discussion with the entire body of your group, as you feel is most appropriate for the way your groups' typically handle their work. Please have one of your executive officers sign below to indicate that your group has reviewed the document and then forward this memorandum back to me at your earliest convenience. You do not need to route the signature page to each group, merely sign in the space appropriate for your organization, and I will compile the three signature sheets in the document packet. Thus, your signature, and any accompanying comments your group provides, will be entered as part of the record-of-review and presented to the President when the University Council conducts its 'Final Review' of the Space Management Guidelines.
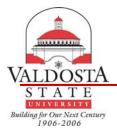
Please review the attached Space Management Document and return this memorandum with your signature no later than March13th, 2006. This will allow the University Council to conduct its 'Final Review' at their March 28th meeting and present their findings to the President immediately thereafter. Your participation in this process is vital, as it signifies the collaboration and thoroughness that is the foundation of the University Council's efforts. Please do not hesitate to contact me with any questions about this process or your role in it. I will be pleased to assist in any way I am able.

By signing below, you indicate that your constituent group has reviewed the Space Management Guidelines and therefore acknowledges it's participation it the University Council's document review process.

Executive Officer of the Faculty Senate   Date

Executive Officer of the Council on Staff Affairs   Date

Executive Officer of the Student Government Association   Date

To facilitate a uniform and efficient review process, the University Council will use the following steps for reviewing proposed policies and procedures on behalf of University constituencies, or at the President's request:

First Look:
- University Council (UnCo) members will receive a packet for review at least 2 weeks prior to the meeting during which they will be expected to discuss the document in detail.
- The review packet will include an edited document, an executive summary of the key issues including the reason for the document review, the ways the authors have already addressed the University Council's discussion guidelines, and any specific areas that Council Members should be sure to pay particular attention to when doing their individual review.
- The document will then appear two weeks later on the UnCo agenda for a First Look discussion.
- It is imperative that Council members come to these meetings having reviewed their packets thoroughly and be ready to engage in thoughtful discussion, questioning, and the development of recommendations and revisions.
- Document authors will present an overview of the policy and be available for questions during the First Look discussion.

University Council Action following the First Look:
- A memorandum will be prepared under Dr. Coons Yates signature outlining the concerns and recommendations of the University Council and sent to the authors of the document as well as the President to become a formal part of the University Council's record keeping.
- Authors will have the opportunity to revise their documents and may be asked to forward the updated document packet with the UnCo memorandum to other constituent groups on campus for their review, at the President's request. These groups will typically include Faculty Senate, Student Government and the Council on Staff Affairs.
- The memorandum will assist the constituent groups in understanding the issues already raised and addressed through the initial University Council discussion.
- The memorandum will typically give the constituent groups a timeline to work within to do their own review of the document packet, and will include signature spaces to indicate that they have finished their review.

Final Review:
- The University Council will conduct a final review of the document after the constituent groups' reviews and the author's changes are completed.
- UnCo Members will again receive a packet with the revised document and an executive summary outlining the changes that have been made since their First Look and will have 2 weeks to prepare for the Final Review.
- The final review will appear as a discussion item on the University Council agenda and the author will be invited to participate in the discussion.
- Council members should come prepared to indicate their endorsement of the document and note any lingering concerns or recommendations that need to be made formally to the President.
- The result of the final review is a memorandum to the President under Dr. Coons Yates signature summarizing the Council's position of endorsement. This will be accompanied by the signed memorandum of the constituent groups who reviewed the document in the prior steps of this process.

EXECUTIVE SUMMARY
Space Management Guidelines
(revised February13th, 2006)

The Space Management Guidelines apply to all campus facilities requiring modifications or renovations of existing space, new construction, and moving from one space to another (also referred to as room occupancy and usage/function). The guidelines were designed to assist campus users in understanding the process by which the Space Management Council, the University Council, the Budget Advisory Council and the strategic planning database interact to assist in managing facilities at the university. Specifically, the goals of the Valdosta State University Space Management Guidelines are:
- To plan and manage change in University facilities
- To outline procedural guidelines for
> Requesting changes in existing facilities or their usage,
> Submitting new facilities needs,
> Reviewing requested changes and determining their impact on the University, and
> Ensuring that all changes in space usage (additions and reductions to square footage and/
> > or changes in function) are accurately recorded in the Facilities Inventory Database
> > which is maintained by Strategic Research and Analysis.
- To ensure that departments have the information and tools required to plan for their facilities needs and provide information required for decision making.

Revisions made to the document resulting for the University Council's 'First Look':
- overall streamlining of the document
- clarification and expansion of the definition of terms
- term usage made consistent throughout document
- content, location, and format of flow chart revised
- clarification of the Space Management Council's responsibilities
- clarification of the name, usage, and responsibility for the Facilities Inventory Database
- clarification of the relationships between the planning database, the Budget Advisory Council, the
> University Council and the Space Management Council in regards to the overall process for
> requesting space changes.

Ways in which the UnCo discussion questions have been addressed thus far:
- Stakeholders have been addressed by including the Plant Operations, Institutional Research, the Budget
> Advisory Council, the President and the University Council in document revisions.
- Costs are primarily in the slight modifications to current space request practices which will require an
> adjustment to how the organization does business internally. Ultimately, the campus will benefit from a
> detailed process that addresses a variety of space request needs.
- No potential legal issues have yet been identified.
- No potential flashpoints have been identified. The policy review process in and of itself is meant to further
> identify the possibility of flashpoints and seek ways to mitigate them.
- The Space Management Council will assume responsibility for distributing the approved policy
> campus-wide. The University Council website, Planning link, will carry the document online.

Valdosta State University
Space Management Guidelines

February 13th, 2006 (DRAFT)

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I. INTRODUCTION

Facilities are primary components of Valdosta State University and are integral to the accomplishment of our mission. They must be adequately managed and made available to departments with justified needs. Mechanisms must be provided to request, justify, prioritize, and assign University space in a prompt and responsive manner. The Board of Regents of the University System of Georgia mandates that each member institution maintain accurate records of all property and structures owned or leased, as well as an accurate accounting of total square footage and the specific uses assigned to that footage. To accomplish these tasks, well defined Space Management Guidelines must be employed. This document provides examples of common projects and their process, but is not all inclusive. The examples are meant to be general guidelines of the most commonly encountered space management issues.

The goals of the Valdosta State University Space Management Guidelines are:

- To plan and manage change in University facilities
- To outline procedural guidelines for;
    - Requesting changes in existing facilities or their usage,
    - Submitting new facilities needs,
    - Reviewing requested changes and determining their impact on the University, and
    - Ensuring that all changes in space usage (additions and reductions to square footage and/or changes in function) are accurately recorded in the Facilities Inventory Database which is maintained by Strategic Research and Analysis.
- To ensure that departments have the information and tools required to plan for their facilities needs and provide information required for decision making.

The Space Management Guidelines apply to all campus facilities requiring modifications or renovations of existing space, new construction, and moving from one space to another that results in a change of space usage (such as changing function of an office to a storage room). **Requests for these actions must be submitted by creating an initiative in the Strategic Planning Database.** The flowchart appendix describes the process once an initiative is presented. Initiatives are reviewed and ranked in priority order by the originating department, then by the Dean or next level supervisor, and finally by the respective Vice President or appropriate Cabinet-level officer.

After the Space Management Council reviews the initiative to insure its alignment with our Strategic Plan, and other campus priorities, funding criteria will be evaluated. If funding is available, the project can be approved. If new funding is required, the initiative along with a recommendation for approval will be forwarded to the Budget

Advisory Council where funding alternatives will be considered. After its review, the Budget Advisory Council will communicate funding information and availability to the appropriate Cabinet officer, Dean (if applicable), and Department head. Actual implementation of an initiative takes place only after funding is identified and made available.

The Space Management Guidelines do not address the scheduling of classrooms. Room utilizing of this type is made at the Departmental level which has "ownership" of the rooms and reported to the Office of the Vice President for Academic Affairs for record keeping purposes. The responsibility for scheduling public meeting spaces is delegated to the Office of Events Services, a unit of Student Affairs.

II. DEFINITION OF TERMS

1. ROUTINE MAINTENANCE. Routine maintenance is general building repairs that do not normally result in any structural changes or changes in occupancy. Although the determination of routine maintenance is somewhat subjective, it can be described as the repair of anything facility related which is broken and not operating as it was originally designed. Such repairs are always made at no cost to the department because budgets are provided in Plant Operations and Auxiliary Services for such service. Periodic re-painting, repairing leaking roofs, unstopping plumbing are examples of routine maintenance. However, re-painting walls which have been recently painted, which are undamaged, or which have colors not preferred by the occupant are not considered routine maintenance. Charges will be assessed to the department for these non-routine services.

2. CHANGES IN ROOM FUNCTION. Changes in room function include altering room assignments of faculty and staff within the space allocated to their departments. For example, these modifications may include things such as changing a lab into a classroom, or turning an office into a storage area. If assignments are made that **change the function of a space**, such change must be approved by the Space Management Council prior to implementation.

3. REQUEST TO USE EXISITING SPACE. This includes requests to move into a space that is currently vacant. These requests should be made by entering an initiative into the planning database so room assignment and space-usage may be tracked through the Facilities Inventory Database maintained by Institutional Research.

4. PROJECT WORK. This is work that cannot be classified as routine maintenance of building systems. Generally it involves the renovation or remodeling of a facility, at the request of the Department, including changes to its structure. This can also be a large carpeting job or relighting of a space. Requests in this category require funding sources

outside Plant Operations and most often require funding determination by a Dean, Cabinet member, Vice President, or the Budget Advisory Council.

> MAJOR REPAIR AND RENOVATION (MRR) – MRR is a **funding mechanism**, not a type of facility request. It is one of several ways that facility work, such as Project Work, may be funded and requires approval by the Board of Regents. The primary purpose of MRR funding is to ensure building infrastructure systems such as roofs, air conditioning systems, and other major building systems are maintained. Therefore, infrastructure needs precede other priorities developed through the strategic initiative process. Repairs and renovations (excluding those in Auxiliary Services facilities) which do not to exceed one million dollars can be included in this category. If a division does not have funding to complete an approved project, MRR funding may be considered by the Space Management Council, or other funding possibilities may be recommended by the Budget Advisory Council. Projects subject to this funding will be compiled and prioritized annually by the Space Management Council and submitted to the Board of Regents in March for approval and funding. MRR funds are allocated to the Board of Regents each year by the legislature of the State of Georgia and dispensed by the Office of Facilities to state institutions.

5. MINOR CAPITAL PROJECTS – Projects costing more than one million but less than five million dollars are considered Minor Capital Projects. These may include repairs, renovations, and new construction. Minor Capital Projects are compiled by Plant Operations and the President for annual submission in March to the Board of Regents. Funding is dependent upon the legislature of the State of Georgia.

6. MAJOR CAPITAL PROJECTS – These are projects with total costs exceeding five million dollars and which normally represent new construction of major buildings. An example of a Major Capital Project is the recent construction of the Hugh C. Bailey Science Facility. The process which results in the realization of a major project is complex and usually takes several years. Each Major Capitol Project must be in keeping with VSU's Master Plan, have the guidance and approval of the Vice Chancellor for Facilities, approval by the Board of Regents, and ultimately funding by the legislature of the State of Georgia usually through bond issuance. Major Capital Projects are submitted annually in March to the Board of Regents by Plant Operations and the University President for approval.

III. SPACE MANAGEMENT COUNCIL

The Space Management Council is charged with reviewing requests for changes in existing facilities or their usage. The Council considers alternatives, prioritizes needs, and makes recommendations to the Budget Advisory Council if funding is required.

Ultimately, the Council is designed to ensure the optimum use of facilities and the best solution to overall campus space needs. It formulates and presents an informed recommendation to other approving or funding bodies and ensures that changes are in keeping with VSU's mission, institutional strategic plan, and physical master plan. The Council also prioritizes projects for the annual MRR Funding Request and recommends these to the President for approval. This Council functions by evaluating facility requests and recommendations received from departments and colleges through the Strategic Planning Initiative Process and makes specific recommendations to fulfill the requested facility needs.

The output of the Space Management Council will be a prioritized listing of projects that are approved for further consideration. These projects are then sent to the Engineering Division of Plant Operations for review and development of an approximate budget. After budget costing and review, Plant Operations sends the projects as an information item to the University Council and to the Budget Advisory Council accompanied by suggested funding options. The Budget Advisory Council may then recommend that the project be funded from internal sources, that it be placed on a priority list for inclusion on the next submittal of MRR, Minor Capital, or Major Capital Projects. It may also recommend private funding. **A list of campus projects, in priority, reviewed and amended quarterly, will be published to the campus community to be used as a facilities planning tool.** If a project is not highly prioritized or is not recommended for funding, the requestor may resubmit the request through the standard processes outlined in Section IV, with additional information and description of why there is an imperative need.

1. COMPOSITION

Members of the Space Management Council are appointed by the President and constitute a comprehensive representation of campus communities, interests, and knowledge bases. Members strive to make recommendations which serve the interests of Valdosta State University as a whole in the present and the future.

2. MEETING SCHEDULE

The Space Management Council holds regular monthly meetings but schedules special meetings as required.

IV. BUDGET ADVISORY COUNCIL

The Budget Advisory Council is charged with recommending and securing funding for approved projects which are outside the funding capability of a Division's original budget. The Council considers information from the Planning Database, recommendations of the Space Management Council, suggestions from the University

Council, and advice from members of the President's Cabinet in order to best manage the financial resources of the University.

V. UNIVERSITY COUNCIL

The University Council will, along with its other functions, ensure the consistency of all proposed capital projects with the University's accepted ten-year Campus Master Plan. To that end, the Council will consider capital project requests transmitted through or initiated by the Strategic Planning process and provide a recommendation to the President regarding Major and Minor Capital Projects for transmission to the Board of Regents annually in March. The University Council also monitors the implementation of the Campus Master Plan and considers proposed amendments to this plan within the larger campus context to ensure consistency with VSU's mission statement, institutional strategic plan, and physical master plan.

VI. PROCEDURAL GUIDELINES

Comprehensive and responsive space management guidelines serve the needs of faculty, staff, and students by creating a planning environment that provides the mechanisms necessary to bring facility needs into fruition. It is important that each department understand the procedures for requesting additions, changes, modifications, or renovations to spaces needed to complete its assigned mission.

A. ROUTINE MAINTENANCE

Fill in here with information from Plant Operations about the Routine Maintenance request procedures.

B. CHANGES IN ROOM OCCUPANCY

Deans, Department Heads, and Directors have the authority to make changes in room assignments of faculty and staff within the space allocated to their departments. Examples of such changes include transforming a regular classroom to a computer lab or studio. However, if assignments are made that **change the function of a space**, such change must be approved by the Space Management Council prior to implementation. As noted earlier space usage accounting, auditing, and reporting are mandated by the Board of Regents.

When changes in use of a facility are approved by the Space Management Council, the changes will be reported, after their completion, by the Plant Operations Engineering

Department to the Office of Strategic Research and Analysis to effect changes in the Facilities Inventory Database. The Office of Strategic Research and Analysis will make the necessary updates to the facilities database upon receipt of the changes and documented approval by the Space Management Council.

Requests for telephone/technology installation or changes must be coordinated with Auxiliary Services by the using agency. Please allow a minimum of three weeks for additions or changes in telephone/technology access to be completed.

C. PROJECT WORK (Changes in new or existing structures)

Changes to existing structures must be based upon demonstrated, justified need. **The initial step in this process is the submission of a planning initiative which enters the request into the planning database and positions it for consideration and approval.** Initiatives will receive final priority from respective Vice Presidents or Cabinet Level officials and will be reviewed by the Space Management Council based upon their recommendations. These submittal documents will be used by the Council as a step in the approval process. Through evaluation of the requested space addition or renovation, the Council will prioritize the project and start it through its approval process. Every project, regardless of complexity and size requires programming, design, costing, funding, and approval. Changes based upon preference will receive a lower priority than those which are critically needed.

The funding mechanism for the completion of approved projects will be selected by the Space Management Council and the Budget Advisory Council cooperatively based upon the project's complexity and size.

There shall be no changes made to existing facilities without a review by the Space Management Council. This includes aggregate painting of areas, carpeting, or any activity which changes the appearance or use of the space. It does not include painting or carpeting that falls into the category of routine maintenance of facilities. The Plant Operations Department is responsible for the coordination and oversight of all modifications or renovations to campus facilities. **Colleges and Departments are not authorized to make building changes or modifications without proper approval even when that entity serves as the source of funding for the project.**

Modifications or renovations to existing facilities are classified as projects and as such must be evaluated and prioritized by the Space Management Council. Examples of projects are the request to change room use by converting a classroom space into a laboratory, computer classroom, or faculty or staff offices. **Departments requesting projects should submit an initiative within the Strategic Planning Database.** This procedure is outlined below. The Space Management Council must make its recommendation regarding the request and funding sources must be determined before any work can begin. Projects will be coordinated and managed by the Plant Operations

Department to ensure continuity and adherence to existing federal, state, and local code requirements.

A critical element of this process is ensuring that the Facilities Inventory Database is maintained and updated by the Office of Strategic Research and Analysis. Plant Operations and the VSU Foundation (for leased properties) will each designate a contact person who will coordinate with the Office of Strategic Research and Analysis. These contact persons will inform the Office of Strategic Research and Analysis of all changes in use of the University's state-owned or leased facilities after the change is approved by the Space Management Council and affected by the responsible party. Plant Operations Engineering Department will provide this function for completed renovation and construction projects. The Office of Institutional Research will make the necessary updates to the facility-use database upon receipt of the completed changes.

D. CAPITAL OUTLAY PROJECTS

Capital outlay construction and renovation projects are prioritized by the Board of Regents and funded by the legislature of the State of Georgia. These projects are submitted to the Board of Regents of the University System of Georgia annually in March. Capital Projects can be Major or Minor in nature and can include construction of new facilities or renovation and expansion of existing facilities. The formulation of a submittal for new or renovated facilities is based upon a building block of information submitted through the Strategic Planning Initiative to the Space Management Council. This Council is charged with recommending space for use by departments based upon justified needs. Thus, it is important for each department to develop both short and long range plans and make requests in time for the Council to determine the best avenue of response to meet the needs of the department and the institution. When existing facilities cannot be retrofitted or renovated to serve justified needs, then new facilities must be planned and constructed. This activity must relate to the University's Master Plan which outlines the overall direction of the institution for the immediate ten year future. Department Heads, Deans, and Directors must be knowledgeable about the Master Plan and how their disciplines fit into this planning strategy.

Valdosta State University will maintain a list of approved facilities projects in priority order to inform departments of the status of their requests for new or renovated space. This list will be updated quarterly and posted on the web. The list will allow for adequate planning, funding and design to ensure the projects are completed in a timely manner. Because projects can be completed only as funding is made available, appropriate estimates of completion time should be given to serve as a time template for departments to determine the planning lead time necessary to meet their space needs.

At the conclusion of any new or renovated facilities project, the Office of Institutional Research will ensure a comprehensive accounting of room numbering, room usage, and square footage in the new or renovated structure. Plant Operations Engineering will

notify Strategic Research and Analysis immediately upon completion of a project to ensure that the Facilities Inventory Database is updated in a timely manner and contains accurate, current data.

APPENDIX: SPACE MANAGEMENT PROCESS FLOW CHART

Routine Maintenance

Enter request as work order via phone to Plant Operations, or online with a Work Order Request form

↓

Reviewed by Plant Operations' Work Management section and entered as a work order.

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Emergencies are immediately radioed to the appropriate worker for completion and the paperwork is returned to the Work Management section

OR

Non-emergencies are given to the appropriate work section; who prioritize requests, complete work , and returns paperwork to Work Management section

Changes in Room Function or Request to Use Existing Space

Enter request as an Initiative into the Planning Database

↓

Reviewed internally by administrative unit for endorsement

↓

Reviewed by appropriate Cabinet official for approval

↓

Forwarded to the Space Management Council for due diligence and endorsement

↓

Notification of approval given to: Department requestor and Institutional Research for space-usage recordkeeping in the Facilities Inventory Database

Project Work

Enter request as an Initiative into the Planning Database

↓

Ranked by Departments, Deans, and VP's in planning database

↓

After reviewing projects and their rankings, the Space Management Council ensures alignment with strategic plan, conducts budget analysis, & creates a priority list of projects

↓

Project list forwarded to University Council as information item

↓

If the requesting Division has existing funds: they are notified of approval to proceed

OR

If funding is required outside the Division's budget: MMR may be considered by Space Management if it is an infrastructure need -or- the project may be assessed by the BAC for funding sources and prioritization

Minor Capital Projects
($1M—$5M)

Enter request as an Initiative into the Planning Database

↓

Ranked by Departments, Deans, and VP's in planning database

↓

After reviewing projects and their rankings, the Space Management Council ensures alignment with strategic plan, conducts budget analysis, & creates a priority list of projects

↓

Project list forwarded to the University Council as an information item, or for review if the project affects the Master Plan

↓

Recommendation forwarded to the President for approval and submittal to the BOR

Major Capital Projects
(more than $5M)

Enter request as an Initiative into the Planning Database

↓

Ranked by Departments, Deans, and VP's in planning database

↓

After reviewing projects and their rankings, the Space Management Council ensures alignment with strategic plan, conducts budget analysis, & creates a priority list of projects

↓

Project list forwarded to the University Council as an information item, or for review if the project affects the Master Plan

↓

Recommendation forwarded to the President for approval and submittal to the BOR