

Procedures on General University Classrooms

Classrooms are and will continue to be important in the University's learning environment. While the number of students enrolling in classes taught online or through other technology will continue to increase, it is anticipated that most WVU students will continue to enroll in classes taught in an on-campus classroom. Thus, the quality of the classrooms and the extent to which they support learning is important.

The continued importance of classrooms is recognized in Goal 3 of the University's strategic plan, "WVU's 2010 Plan: Building the Foundation for Academic Excellence" (<http://intranet.wvu.edu/provost/Strategic-Draft-11.pdf>). That goal deals with enhancing the educational environment for student learning. While the goal recognizes technology has changed the delivery of education, its objectives and key indicators recognize that classrooms will continue to be important. One objective, for example, is:

Continuously invest in the University's infrastructure and technology: WVU must renovate existing buildings and design new facilities that integrate new technologies and reflect new research and learning needs.

Achieving that goal and its objectives requires that we approach classrooms as a unified whole. We have often dealt with classrooms on a building by building or even department by department basis. To provide the technology needed to enhance student learning, we need to take an approach that examines classrooms and their support for all of the General University.

The below procedures represent a codification of the approach that will be followed in the General University as we improve the learning environments provided by classrooms.

- I. University-assigned general purpose classrooms are the responsibility of the Provost's Office
 - These classrooms are scheduled through Series 25 by the University.
 - The construction and renovation of these rooms is the responsibility of the Provost's Office using funds provided by the General University.

- Standards for the square feet per seat, equipment and technology provided, floor and wall coverings, etc. are established by the Provost's Office.
 - To assure a certain level of standardization and interchangeability among all University-assigned rooms, departments and colleges, even those that are exclusively or most frequently assigned to a particular room, may not make changes to a centrally scheduled room without advance approval.
- II. In many instances, one or more classrooms are the responsibility of a department or college and are scheduled by that unit.
- These rooms should meet the University standards for square feet per student, equipment, etc. The unit may provide additional enhancements to the room after obtaining advance approval.
 - To encourage compliance with University standards, on a funds-available basis up to 25% of the renovation costs for such rooms will be centrally supported.
 - The use of these rooms will be reviewed periodically to assure that the frequency of use and rate of occupancy merits continued assignment of the room to a college or department.
 - The University may seek to schedule other classes in the room with the consent of the department or college.
- III. On occasion, a unit may have the need for a classroom to be regularly assigned for use by large and/or specialized classes.
- Such needs will be met by providing the unit with preference for that room for a specified number of hours each week rather than changing the room to a department or college-scheduled one.
 - The hours identified will be a range of hours spanning a portion of the day rather than only the 10:00 am to 2:00 pm hours that are sometimes preferred.
 - The ability to occupy a specified percentage of the available seats during the hours that the room is assigned will be among the criteria used to make such an assignment.

- When a unit has been provided preference for a room, it may have discipline-specific software placed on in-room computers in addition to the software that is centrally provided.
- IV. Given the furnishings and equipment that will be placed in University-scheduled classrooms, there is the need to provide uniform and consistent technical support for the rooms.
- The Classroom Technology (CTec) unit of the Office of Information Technology (OIT) is the primary mechanism through which such support will be provided.
 - Colleges that already have their own technical staff should continue to be the primary source of technical support. A consulting and coordinating relationship with CTec must be established. A Memorandum of Understanding will be developed in such instances specifying those functions that the college is responsible for and those that are CTec responsibilities.
 - In assigning CTec staff the primary responsibility for staffing most rooms, it is recognized that the CTec staff will need to be increased and deployed on both the Evansdale and Downtown campuses.
 - Computer laboratories, even when used for formal instructional purposes, are generally not supported by CTec. Other OIT units will provide support that may be needed for such laboratories.
- V. A report on classroom use and improvements made to classrooms will be issued each year.

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