



OFFICE OF THE EXECUTIVE VICE CHANCELLOR  
ACADEMIC AFFAIRS

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June 30, 2023

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BECKY ARCE, Director, Summer Session  
CHRISTOPHER (TREB) PADULA, Sr. Educational Technology Specialist  
DEBRA BYINGTON-KING, Technology Project Management, ITS  
FAYE CHOU, Chief Administrative Officer, Mathematics  
FRED MARQUEZ, Educational Technology Specialist  
GRIS ARELLANO, Chief Administrative Officer, Theatre Department  
HAILEY CARABALLO, Pr. Project Policy Analyst, Academic Affairs  
JOSE MORET, Sr. Superintendent Building Operations, Facilities Management  
KATHY WHELAN, Sr. Facilities Planner, Finance & Administration, Academic Affairs (co-chair)  
MARIO SIERRA, Facility Manager, Facilities Management  
MONICA MOLINARY, Registrar Assistant, Enrollment Management (co-chair)  
OLGA MAYOROVA, Institutional Research Analyst, Institutional Research

SUBJECT: Monthly Classroom Operations Work Group, Academic Affairs

Dear Colleagues:

I would appreciate your participation in a Monthly Classroom Operations Work Group. This work group will monitor and oversee necessary corrections or repairs, and any operational issues that arise in the General Assignment Classrooms. In addition, the work group will be charged with generating a classroom refresh schedule that establishes a recommended sequence (by building and room number) for proposed improvements, along with a budget and a schedule. The Monthly Classroom Work Group shall document its activities and report findings to the Strategic Classroom Advisory Committee on a bi-annual basis.

We are expecting the members to serve a two-year term. At the end of the term, we will assess who should rotate in or out based on resources available and current needs. The intent of rotating work group membership is to allow for participation from a greater number of staff members from a variety of Schools and departments.

It is my hope that you will be able to accept this appointment; please contact Adrienne Gallo ([argallo@ucsd.edu](mailto:argallo@ucsd.edu)) if you are unable to serve.

Sincerely,

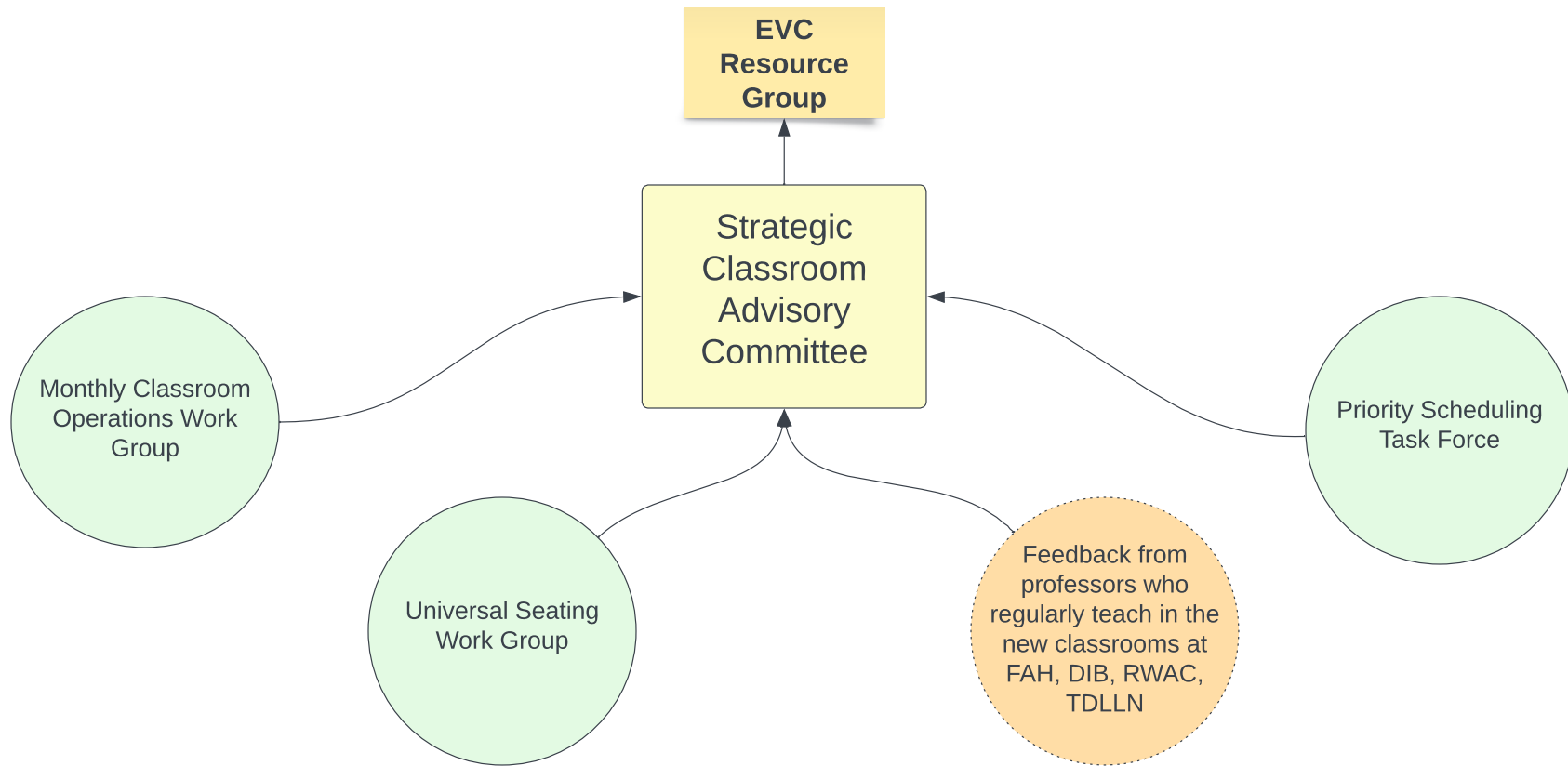
Marie Carter-Dubois  
Associate Vice Chancellor, Finance & Administration  
Academic Affairs

Attachments:

1 –Governance Structure

Copy: Executive Vice Chancellor Simmons  
Sr. Associate Vice Chancellor Continetti  
Vice Chancellor Matthews  
Associate Vice Chancellor Jackson  
Associate Vice Chancellor Leopold  
Assistant Vice Chancellor Sanders  
School Deans  
School Assistant Deans  
College Provosts  
Director Gallo  
Director Clossin  
Assistant Director Duvvur  
Sr. Facilities Planner Whelan

# Governance Structure for the Strategic Classroom Advisory Committee



Findings from the following will be analyzed and evaluated by the Strategic Classroom Advisory Committee:

Minimum Technology Requirements for Students Group was co-chaired by AVC Carlos Jensen and AUL Dani Cook

Inventory of Departmentally - Scheduled Instructional Space

Inventory of Computer Lab Usage with Recommendations from ITS

Analysis of the Registrar's current capacity for managing instructional space (25Live Capacity Evaluation)

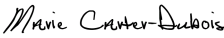
**Certificate Of Completion**

Envelope Id: 937BACB135E74058B834B5E19BEAC7CA	Status: Completed
Subject: Complete with DocuSign: Charge Letter - Monthly Classroom Ops_Final.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Adrienne Gallo
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	9500 Gilman Dr.
	La Jolla, California 92093
	argallo@ucsd.edu
	IP Address: 137.110.218.35

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6/30/2023 8:55:50 AM	argallo@ucsd.edu	

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Signer Events	Signature	Timestamp
Marie Carter-Dubois mcarterdubois@ucsd.edu Security Level: Email, Account Authentication (None)		Sent: 6/30/2023 8:57:13 AM Viewed: 6/30/2023 9:48:43 AM Signed: 6/30/2023 9:49:06 AM
	Signature Adoption: Pre-selected Style Using IP Address: 45.10.155.146	

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In Person Signer Events	Signature	Timestamp

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Intermediary Delivery Events	Status	Timestamp

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Certified Delivery Events	Status	Timestamp

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Carbon Copy Events	Status	Timestamp
Adrienne Gallo argallo@ucsd.edu Dir. Space & Cap Plan University of California San Diego Security Level: Email, Account Authentication (None)		Sent: 6/30/2023 8:57:13 AM Resent: 6/30/2023 9:49:07 AM Viewed: 6/30/2023 10:09:56 AM

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Notary Events	Signature	Timestamp

**Envelope Summary Events**

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Envelope Sent	Hashed/Encrypted	6/30/2023 8:57:13 AM
Certified Delivered	Security Checked	6/30/2023 9:48:43 AM
Signing Complete	Security Checked	6/30/2023 9:49:06 AM
Completed	Security Checked	6/30/2023 9:49:06 AM

**Payment Events**

**Status**

**Timestamps**