



OFFICE OF THE EXECUTIVE VICE CHANCELLOR
ACADEMIC AFFAIRS
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July 11, 2023

Carlos Jensen, Associate Vice Chancellor, Educational Innovation (Chair)
Christine Alvarado, Associate Dean, Division of Undergraduate Education (Vice Chair)
Thomas Bussey, Associate Teaching Professor, Chemistry & Biochemistry, School of Physical Sciences
Marie Carter Dubois, Associate Vice Chancellor Finance & Administration
Gulia Corno, President, Graduate & Professional Student Association
Adrienne Gallo, Director of Space & Capital Planning, Academic Affairs
Carolyn Hofstetter, Teaching Professor, Education Studies, School of Social Sciences
John Hughes, Assistant Vice Chancellor, Student Affairs
Christine Hurley, Executive Director of Institutional Research, Academic Affairs
Walt Kanzler, Sr. Director, Design Services, Resource Management & Planning
Jason Kayne, Director, Facilities Management
George Lo, President, Associated Students
Cindy Lyons, University Registrar
Ursula Meyer, Teaching Professor, Theatre & Dance, School of Arts and Humanities
Kit Pogliano, Dean, School of Biological Sciences
Jim Rawlins, Associate Vice Chancellor, Enrollment Management
Robert Rome, Assistant Dean, School of Physical Sciences
Daniel Suchy, Sr. Director of Educational Technology Services
Paul Yu, Provost, Revelle College
Belinda Zamacona, Deputy Chief of Staff, Equity, Diversity & Inclusion
Karen Biestman, AVC Student Equity and Inclusion, EDI will serve as EDI Rep
Subject: Strategic Classroom Advisory Committee (SCAC), Academic Affairs

Dear Colleagues,

As the tower cranes erected across campus remind us, it is critical that we pro-actively align our needs for instructional space with the vision of our growing campus. With this in mind, I would appreciate your participation in a Strategic Classroom Advisory Committee that will be charged with developing a set of recommendations to support a strategic approach to scheduling and utilizing instructional space on campus. In particular, the committee should consider impacts on time to degree, quality instruction, student access and retention, and closing equity gaps in student success in its work. In an effort to align and simplify the multitude of small workgroups already existing on campus through a collective impact approach, I ask that this committee provide leadership in the strategic planning of instructional space.

The committee's charge includes the following:

- Review scheduling data gathered between Fall 2018 and Spring 2023;
- Review the Summer 2023 recommendations from the Priority Scheduling Task Force appointed in October 2022 to review existing scheduling processes and priorities and to propose changes as needed;
- Develop recommendations for management of departmentally-scheduled instructional space to allow these spaces to be more fully utilized and scheduled as part of the General Assignment Classroom inventory;

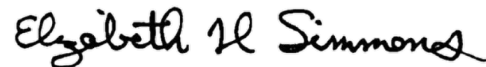
- Develop a process for home department preferred scheduling;
- Utilize curricular analytics tools to inform on evolving needs and strategies to improve access and student success;
- Solicit recommendations from the Monthly Classroom Operations Workgroup and the Universal Seating Workgroup to make recommendations regarding the size, type, design and equipment for instructional space that will be delivered as part of planned capital improvement projects, including any planned renovations.
- Ensure there is a transparent process whereby departments, schools, and colleges may advocate for provision of teaching spaces designed to support new pedagogical methods and/or specialized lab/studio instruction
- Develop and periodically review classroom standards for new projects as well as renovation of existing spaces.

This committee will advise the Executive Vice Chancellor on steps recommended to ensure that the campus is utilizing its existing instructional space most effectively and is providing the best facilities necessary to achieve the educational mission of the university. The committee will oversee workgroups shown in Attachment 1 and solicit input from them in making recommendations to campus leadership about the future design, furnishings, and equipment for any new planned classrooms or for classrooms and instructional space that is proposed for refresh/renovation. As a first order of business, this committee shall meet to determine the appropriate timing each year (end of fall term or end of academic year) to prepare and submit an annual report outlining the current instructional space challenges and recommended solutions.

The Strategic Classroom Advisory Committee should meet monthly and should plan to sunset their activities upon completion of the requested tasks.

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

Sincerely,

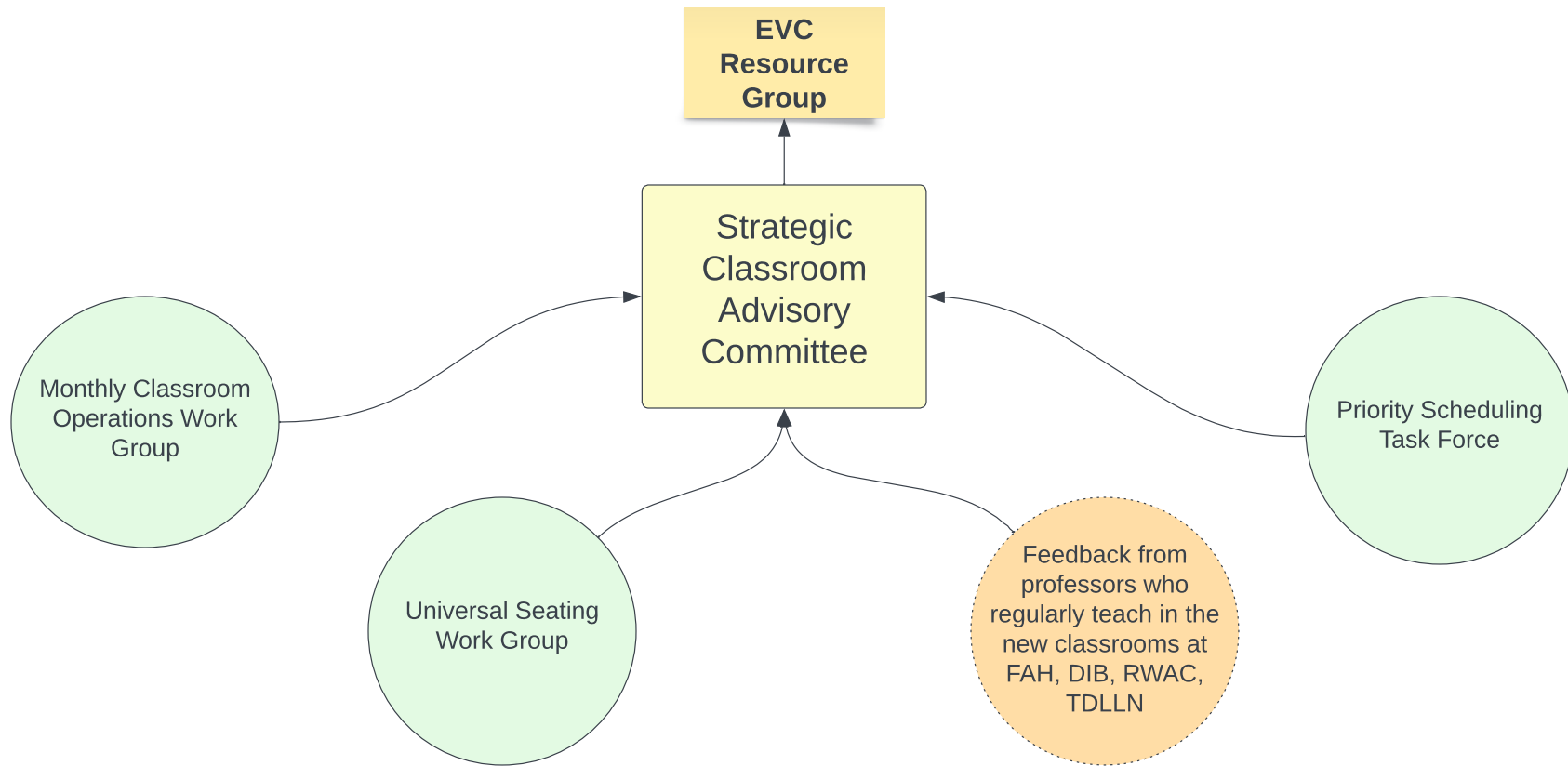


Elizabeth H. Simmons
Executive Vice Chancellor

Attachments: Governance Structure
Charge for Monthly Classroom Operations Work Group
Universal Seating Workgroup Participant List

CC: Director Clossin
Sr. Associate Vice Chancellor Continetti
Assistant Director Duvvur
Associate Vice Chancellor Jackson
Associate Vice Chancellor Leopold
Dean of Undergraduate Education Moore
Vice Chancellor Petitt
Vice Chancellor Satterlund
Associate Vice Chancellor Silva
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)



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June 30, 2023

ARTURO ACEVEDO, Manager AV/IT
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) 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

Universal Seating Work Group Participants

Assistant Vice Chancellor John Hughes

Associated Students (AS) President George Lo

Giulia Corno, President, Graduate & Professional Student Association

Associated Students (AS) AVP Transportation and Transformation (student)

Associated Students (AS) VP Equity, Graduate Student Association (student)

Vasavi Duvvur, Assistant Director, Space and Capital Planning, Finance and Administration,
Academic Affairs

Walter (Walt) Kanzler, Sr. Director, Design Services, Resource Management and Planning

Joanna Boval, Director, Office for Students with Disabilities

Kimberley Newmark, Assistant Registrar, Enrollment Management