

# **Space Planning Guidelines and Criteria for the Assignment of University Space**

## **Space Planning Advisory Group (SPAG)**

*(Updated: February 7, 2011)*

### **Introduction**

Thoughtful space use planning – consistent with the Chancellor’s Office space policies and procedures – is a critical element in the allocation of University space. Such planning must address not only growth, but also the changing needs of the University and those whom it serves. The process is guided by Guidelines and Criteria for the Assignment of University Space (below) and an annual space planning survey. The latter will vary from year-to-year based upon changing circumstances, but is designed to provide for each program center to express its pressing and immediate needs, its longer term anticipated requirements as well as broader goals and aspirations. The survey process anticipates broad-based consultations by those who depend upon the space to carry on their University responsibilities.

Contained within the advisory group’s charge are the considerations that will form the basis for recommending and determining the assigning of space in new, remodeled, or vacated facilities. Except with regard to location and relationship to other functions, it does not address directly the assignment of faculty or staff offices or general instructional space, which is subject to determination of need on a term-to-term or year-to-year basis.

### **Space Planning Advisory Group (SPAG) Charge**

The Space Planning Advisory Group (SPAG) has been formed to assist University officers in making sound judgments regarding the allocation and utilization of space. (*NOTE: The SPAG Policy, which authorizes this document, can be found in the University Policy Manual.*) SPAG members represent the needs of their various constituencies and are expected to consult with deans and other administrators within their program centers regarding their specific space needs and concerns. This group will be involved in all major space use considerations as well as those addressed in this document. The group will also assist in more routine matters such as adjudicating controversial use requests and developing policy and procedure for space use. The Space Planning Advisory Group’s activities will typically address such questions as: Who should occupy new or vacated space? What types of space should be emphasized in facilities planning? The group will address such policy and procedural issues as: How should faculty and staff offices be allocated? How should space use priorities be set? What rules should govern the use of space for non-instructional purposes? In addition, all space issues that are anticipated to result in an expenditure > \$25K will be forwarded to the University Budget Committee for financial consideration, prior to submission to the Vice President and Chief Financial Officer. The work of SPAG is in the form of recommendations to the Vice President and Chief Financial Officer, who will consult with the affected vice presidents and/or the Provost prior to submission to the President for consideration and decision.

## **Group Membership**

This group membership consists of:

- Associate Vice President for Risk Management Services (Chair),
- Academic Affairs representatives (2) appointed by the Provost (one representing the colleges, and one representing the Office of the Provost),
- Student Affairs representative appointed by the VP of Student Affairs,
- Associate Vice President for Facilities Services,
- Coordinator of Space Management,
- Information Resources & Technology (IRT) representative appointed by the Vice President & Chief Information Officer, and
- Director of Planning & Construction Services

## **Space Planning Survey**

Each spring, program centers may be asked to develop (update) their response to the space planning survey. The expectation is that consultation will occur prior to conclusion of the academic year and that the program center responses will be submitted to the Space Planning Advisory Group (SPAG) not later than February 1. The survey is routinely accompanied by a brief "status report." In any given year, this report might note buildings to be vacated or demolished, previous year's decisions concerning buildings to be constructed or remodeled and preview of upcoming space "opportunities" (e.g., new buildings for which specified use has not been determined). The program center's survey response would include a status report of all currently designated space and a description of its use. When there are unexpected or unscheduled changes in space, SPAG may request proposals at that time from program centers likely to be affected. Survey responses or ad hoc program center requests for space may be submitted to the Office of Space Management (attention SPAG) via completion of the "Space Allocation /Change Request Form" located at [www.rms.csus.edu/Space/forms/allocation\\_change\\_request.doc](http://www.rms.csus.edu/Space/forms/allocation_change_request.doc)

In general, space will be allocated on the basis of program center needs and the recommendations of SPAG. Particular attention will be given to program review and accreditation recommendations.

## **Space Allocation Guidelines**

These guidelines will be refined on the basis of experience. Any substantive changes will be subject to recommendation and approval by the President.

1. Each program center may prepare and update annually a space needs survey.
2. The results of this survey and the deliberations of SPAG will form the basis for determining who shall occupy new, vacated, and remodeled space. When a program is approved to move to another location, the vacated space returns to the University's central pool for new assignment consideration by SPAG.
3. Once the basic assignment decision is made (by SPAG and approved as expressed herein) regarding a space remodel or the construction of a new building, a representative building

group will be formed to work with Facilities Services staff, the campus Consulting Architect and the Project Architect to define building details. In making its recommendations, SPAG will be guided by the following considerations as well as the contents of the above described surveys and results of program reviews and accreditation visits.

- Programs displaced by demolition of old space may or may not occupy the new space which replaces it. Among options to be considered are: assignment to other new space, assignment to existing space vacated by other programs, or assignment to the replacement space.
- Considerations used in making such determinations include: the "fit" of particular space, future growth prospects for the program and relative need among various programs, including specialized needs most readily met through new construction.
- Particular attention will be directed to opportunities to provide "state-of-the-art" instructional support where specialized needs have been identified.
- When feasible, specialized space will be grouped so as to be contiguous to the units most frequently using it and to enhance ability to supervise and manage it.
- The greater portion of a new facility is likely to be designed to meet the particular needs of its primary occupants. However, each new building provides the opportunity to address all University needs as well. Thus particular attention will be given to inclusion of such features as large classrooms, common rooms, computer labs and conference space, even when these may not be needed by the primary occupants.
- The addition of space to an existing facility or the design of new space for a particular purpose does not mean that such space remains indefinitely under control of the program center for which the addition or design was made. Space use is a subject of continuing review to ensure optimum utilization.
- Effective use of an existing space and its appropriateness for particular purposes shall be evaluated prior to any decision to reassign a program to new space.
- Space assignments will give primary consideration to support of instruction. However, this will be broadly defined and shall recognize the significance to instruction of specific supporting services which do not operate within instructional units.
- Consideration will be given to health, safety and aesthetic issues as well as programmatic need.
- Each school and department should have a functional and well located "home" which includes provision for such functions as a commons room and school-based student services.

- Special accessibility requirements such as for specialized equipment and client groups including children will be taken into account.
- Affinity among programs will be considered (e.g., two departments sharing equipment would benefit from co-location).
- Special needs such as power capacity and other characteristics of existing facilities must be taken into account in making relocation decisions (it goes without saying that these will be addressed in new facilities).
- Practicality (e.g., remodeling cost and funds available) must be weighed against the particular program need.
- When a proposed relocation represents only a partial or temporary solution, its cost benefit will be weighed against awaiting a more complete solution.
- As with other formulas, those used for setting priorities for capital projects are not intended to be a means for allocation. They can, however, serve as a one-time contributor to a judgment as to equity of allocation.

### **Priority for the Allocation of Space**

If competing space requests are pending and space in existing facilities is limited or not available, requests will be considered in priority order. The “fit” and appropriateness of available space and economic feasibility for use are factored into every decision. The priorities are:

1. Space requests based on health, safety, or emergency needs;
2. Critical need of academic programs and support services based on enrollment growth, addition or expansion of approved programs, or other relevant factors;
3. Requests based on academic program reviews, accreditation recommendations, space planning surveys, or aesthetic need and;
4. All other requests.

If space request factors are equal, and they are competing for the same space, requests may be recommended for available space in the date order received.