

# Long Range Planning & Environment Committee

## Academic Year 2019-20

Charge #1 sub-committee

Sub-committee members:

Jim Perkins

Jim Heliotis

Kathy Lamkin-Kennard

Gary Jacobs

*Charge #1: Propose a policy that clarifies representatives' responsibilities for engaging and reporting to their respective college constituencies.*

## Background

This charge was given to ALL standing committees of the Academic Senate. Initially there was confusion about the exact meaning of the charge. Was this referring to Senators engaging with and reporting to their constituents or did it refer to the members of the standing committees? Jim H. sought clarification from Heidi Nickisher, Chair of Academic Senate, who said it was the latter, i.e., standing committee members communicating with their respective colleges.

## Discussion

The sub-committee met twice and there seemed to be general consensus about the following points:

1. Each college typically holds elections for committee representatives in the Spring. While the results of these elections are normally reported to the college community, faculty may ignore the email or read it and promptly forget who their representatives are to the various committees. For this reason, it may be helpful for each committee member to send out a reminder email at the beginning of the new academic year, perhaps including the committee's charges. Committee members may also wish to introduce themselves at a college faculty meeting at the beginning of the year. Perhaps each dean could set aside a few minutes during the first faculty meeting to introduce all of the committee representatives from that college.
2. There was brief discussion about adding the names of committee members to individual college webpages or some other site. This would be redundant since the names of all committee members, their email addresses, and college affiliation, is already posted to the Academic Senate website:

<https://www.rit.edu/academicaffairs/academicsenate/standing>

Many faculty members may not be aware of this website, so it may be helpful for committee members to include this link when they send a reminder email to their college in the Fall.

3. We also discussed whether it was necessary for the LRP&E committee (and other committees, in general) to send regular updates about their work to the faculty. In most cases, we felt that this was unnecessary. Any proposed policy changes will be included in each committee's final report to Academic Senate. If a proposal comes up for discussion and a vote, this will be included in the weekly Senate agendas that the Senate Administrative Assistant sends to all faculty. At that point, it is the responsibility of the college Senators to solicit feedback from their constituents.
4. There may be occasions when a committee wishes to gauge the opinions of their constituents prior to generating a final report. In these cases, the committee may choose to conduct a survey by informal email or using a formal online survey tool.

## Summary

None of these suggestions represent a significant departure from what most committees are already doing. We could send out tons of emails or post regular updates online, but the faculty are already so overwhelmed with information that most of this will likely be ignored. The best we can hope to do is reintroduce ourselves at the beginning of each academic year and solicit feedback from the faculty only when absolutely necessary.

## RPC Subgroup Report on Charges #2 and #3 Academic Year 2019-20

### Charge 2

*"Determine RIT's plans regarding climate change preparedness with attention to RIT's landscape and built environments."*

In addressing charge 2, the committee determined that RIT is in the process of creating a campus master plan that will examine climate change preparedness (please refer to Charge 3 below).

### Charge 3

*"Review and where needed propose a master plan regarding climate change preparedness and propose mitigation strategy with attention to RIT's landscape and built environments."*

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In addressing this charge, two elements immediately surfaced as potential sources for satisfying this charge.

1. RIT approved a robust climate action plan in 2017. Its very first goal is listed as: *"Build adaptive capacity and reduce vulnerability to Climate Change."* The three working groups established in the plan each have "adaptation and resilience" as one of their charges. The domain of this plan in and of itself appears to be enough to address the LRPC's Charge 3.
2. At the beginning of AY 19-20, a planning firm was hired to create a campus master plan. Thus, the LRPC sought to see exactly how much of the above charge might be included in the consultant's work. The plan's objectives were to establish and include an objective close to the committee's charge. *"Provide a campus with a focus on sustainability and resiliency as we plan for meeting our objective for carbon neutrality by 2030."* The term *resiliency* suggests some degree of preparedness and perhaps even mitigation strategies. It is certainly close enough such that the committee felt that this charge could be covered in the master plan's objectives.

Furthermore, a task force was established to monitor the work of the consultants. Academic Senate appointed a representative to serve on this task force. Additionally, several other committees were established to monitor the consultant's work and to provide feedback from many perspectives.

Given the above, the LRPC therefore feels that this charge is being adequately addressed with efforts already in place.

## **Long Range Planning & Environment (LRP&E) Committee Academic Year 2019-20**

### Charge #4 Report

#### Sub-committee members:

Bernard Brooks

Michael Parthum

Linda Underhill

At Large: Enid Cardinal

Charge #4: Consider, where appropriate or needed, procedures for ensuring the LRPEC's involvement regarding construction and long-term physical plant decisions at RIT in light of current academic needs and academically-related aspects of the new Strategic Plan.

Note: There is a historical background to this charge, or very similar charges to the LRP&E committee over a number of years. (see appendix)

### **Significant Findings for Recommendation 1.**

In contacting the Registrar's Office, we were informed that to date, no classes have been canceled because of lack of available rooms. We were also informed that listings of all available classroom space were available.

Current Inventory: Neal Hair had conducted a study of existing classroom space and they are posted on RIT's Website. The links to those documents are as follows.

Available Classroom Space by Department

[https://www.rit.edu/fa/facilities/sites/rit.edu/fa.facilities/files/images/AS550-RIT\\_FMS%20Dept\\_Bldg%20Summary-Qtr%20184-FYE%202019%20Crystal.pdf](https://www.rit.edu/fa/facilities/sites/rit.edu/fa.facilities/files/images/AS550-RIT_FMS%20Dept_Bldg%20Summary-Qtr%20184-FYE%202019%20Crystal.pdf)

Available Classroom Space by Building

[https://www.rit.edu/fa/facilities/sites/rit.edu/fa.facilities/files/images/AS560-RIT\\_FMS%20Bldg\\_Dept%20Summary-Qtr%20184-FYE%202019-Crystal.pdf](https://www.rit.edu/fa/facilities/sites/rit.edu/fa.facilities/files/images/AS560-RIT_FMS%20Bldg_Dept%20Summary-Qtr%20184-FYE%202019-Crystal.pdf)

The reason this is significant is because there are going to be 36 new classroom spaces (of various sizes) that are going to be added with the construction of the Innovative Making and Learning Complex (IMLC). As those new classrooms are brought on line, a number of existing classrooms would be converted to research/lab space.

We were informed by John Moore, AVP of FMS, that work was already underway on planning of the IMLC. Jim Yarrington, Director of Campus Planning, Design & Construction Services, is the chair, and Enid Cardinal and John More are co-chairs. This Master Plan Group includes an Academic Senate - appointed member.

**Recommendation 1.** Since the A.S. already has representation on the Master Planning Committee, it is redundant to have LRP&E involved too. Also, the A.S. should have the representative working with the Master Planning Committee (or whatever committee will determine which classrooms are taken offline) ensure that there is faculty representation in those decisions. That information should be reported to the A.S. and disseminated to all faculty.

### **Significant Findings for Recommendation 2.**

We were informed by John Moore, AVP of FMS, that FMS is the keeper for documentation of classroom layouts and facilities that they have a “guidelines” document still under development, but usable, on the layouts of various room types. We were also informed that they were in the process of development for standardization of class rooms into five categories, ranging from Class A, the smallest, to Class E, which can hold 120 to 150. FMS is working with Neal Hair to define the specifics of those five classifications.

As a part of the Master Plan, this work is being coordinated with the committee which includes John Moore, Sue Provenzano, Ian Webber, Jim Yarrington and Neil Hare. FMS representatives are planning to meet with all government bodies. The Master Plan Committee’s communication would include Open Houses in Fall 2020 AY, for information sharing and to collect feedback and videos with architecture *flyover* simulations. It was intended to have preliminary documentation posted to the FMS website but that has been delayed because the FMS website has a lower priority and other areas of RIT’s websites are still in development.

**Recommendation 2.** The A.S. appointed representative who is working with the Master Planning Committee, should ensure the faculty are represented in the development of these new standards for classroom size and layouts. Information coming from this committee (or sub-committee) needs to be disseminated to ensure the faculty’s needs are being met.

## Summary of Recommendations

**Recommendation 1.** Since the A.S. already has representation on the Master Planning Committee, it is redundant to have LRP&E involved there too. Also, the A.S. should have the representative working with the Master Planning Committee (or whatever committee will determine which classrooms are taken offline) ensure that there is faculty representation in those decisions. That information should be reported to the A.S. and disseminated to all faculty.

**Recommendation 2.** The A.S. appointed representative who is working with the Master Planning Committee, should ensure the faculty are represented in the development of these new standards for classroom size and layouts. Information coming from this committee (or sub-committee) needs to be disseminated to ensure the faculty's needs are being met.

**Recommendation 3.** The A.S. may need to appoint an additional representative to work with some of the Master Planning Sub-Committees, to ensure there is sufficient faculty representation in areas where additional details of the Master Plan are being worked on. It is possible that the work load (which needs to be assessed) may be too much for a single faculty representative to handle.

**Recommendation 4.** It was recently discovered that the Architects working on the IMLC and renovations to the Library did a presentation using Zoom to the Student Government on Friday, April 24<sup>th</sup>. This presentation included diagrams, models and a virtual tour of their current plans (rev.1) and had Jim Yarrington and Kevin Bergeron doing the presentation. The link to the Zoom Recording is posted at

[https://rit.zoom.us/rec/play/vJckJu75-zw3T9fGtASDCv5-W9TrJ6ys13NN8vdczkayVyIEO1uvbrsaM7a\\_a93kfAHB1VIv8MShW5sd?startTime=1587752733000](https://rit.zoom.us/rec/play/vJckJu75-zw3T9fGtASDCv5-W9TrJ6ys13NN8vdczkayVyIEO1uvbrsaM7a_a93kfAHB1VIv8MShW5sd?startTime=1587752733000)

It is STRONGLY suggested that members of the Academic Senate Leadership Team watch at least the first 40 minutes of this presentation to get a better idea of what Revision 1 is of the IMLC and other changes (such as books moved out of the library, impact on parking and the roadway/circle south of the library). They also mentioned this was an initial concept and would be looking for feedback from students and faculty in Fall 2020 by having Town Hall meetings. The A.S. should schedule a presentation for the Senate (using Zoom) and invite all faculty to attend.

## References

### Information Discovered Regarding Classroom Specifications

1. Classroom Types and Standard office layouts found in Classroom Space Guidelines (under development). See John, Sue Provenzano, Ian Webber (see published paper on standard classroom layouts), Jim Yarrington, Neil Hare (teaching & learning at RIT). \*\*\*

<https://www.rit.edu/academicaffairs/sites/rit.edu.academicaffairs/files/memos/ILB%20Report.pdf> (It's about the library, mostly, from 2017. [JEH])

Innovative Learning Institute Teaching and Learning Services Classroom Technology <https://www.rit.edu/academicaffairs/tls/course-delivery/classroom-technologies>

- a. All classrooms and class labs should provide space for backpacks, coats and personal belongings while the students are within the room
- b. Power is not typically provided at each work station in class rooms. Power may be provided for each work station or group of work stations in class labs depending on the programmatic needs
- c. Furniture by Classroom/lab type (under development)

### 2. Common Area and Lounge Furniture

- a. Individual upholstered seating is preferable, but not required, to multi-person seating unless such furniture is sectional and can be rearranged.
- b. Consideration should be given to appropriate mix of seating options that allow for work, relaxation and socialization, in terms of type, height, location and arrangement.