Art Studio Space
The lease of space in the Park Trades Center (PTC) for faculty art studios is still under negotiation. Jim Hopfenspber and Lowell Rinker are working on details of a two-stage lease sequence. The first stage would be the lease of 12 studio spaces for immediate move-in. Stage two would allow for up to 24 months for the PTC to make improvements that fully accommodate the faculty artists. Part of the discussion involves PTC asking Downtown Kalamazoo Incorporated for financial assistance. A final agreement is expected by the end of the month. At least a base plan will be presented to the Board of Trustees at the next Board meeting.

Ellsworth Hall Update
Julie Lenczycki, interior designer with WMU Campus Facilities, presented a summary of the reorganization planning for Ellsworth Hall as of last September. The project has been on hold. Handouts to the committee included plans of existing occupants on each floor and a project statement from February 2006. The handouts are attached at the end of this report.

Recent estimates of the cost of the Ellsworth Hall project did not include costs for replacing the buildings aging window air conditioners and the original ceiling tiles, which are a maintenance and environmental problem. In addition, the entire third floor needs to be completely refinished, including paint and new flooring.

The original reorganization plan was a multi-stage project that involved all 5 floors of the building. The committee asked that two reduced scenarios be evaluated and two updated budgets prepared:

- Remodel only the 3rd floor
  - Move CASP out of Moore Hall to the 3rd floor
  - Move ATIS from the 1st floor to the 3rd floor
- Remodel the 1st and 3rd floors
  - Move EUP from the 1st floor to the 3rd floor
  - Move ATIS from the 1st floor to the 3rd floor
  - Move CASP our of Moore Hall to the 1st floor

Other programs that may need space in Ellsworth are the Turn Two Foundation and the First Year Experience. Ellsworth Hall planning must keep at least one three-office suite available for these and/or other programs.
McCracken Hall
The 1967 addition to McCracken Hall is being looked into for reuse as general university classroom space. A handout of the 3rd floor of the addition illustrates the configuration of six 44-seat classrooms with tablet-arm seats. Campus Facilities is preparing an estimate for remodeling the former chemistry and biology labs into classrooms, including required instructional technology. Access and circulation through the original section of McCracken will still be maintained, with unused rooms kept locked.

A similar estimate is being prepared for the completion of university classrooms in Central Kohrman. A walk-through of the two buildings with President Dunn will be scheduled.

College of Arts and Sciences Space Request
The English Department of CAS is requesting a room in Dunbar for use by the new first year writing program. The program is laptop-intensive and is offered to about 117 section per year. The space request is included at the end of this report.

The committee approves the reassignment of the space, after the current occupant has been moved back into Brown Hall. It is understood that this room may need to be remodeled as a university classroom at some time in the future.

Updates
Brown Hall received an occupancy permit on December 20. Class scheduled elsewhere on campus may be relocated into Brown Hall whenever the instruction technology is installed and operating, and after instructors have been trained. The Registrar will coordinate this with the appropriate departments.

Building dedications for Brown Hall and South Kohrman Hall are not yet scheduled, although they will probably be scheduled in the fall. The School of Art is planning a celebration to coincide with the Student Art Show at the end of the semester.

The offices and teaching studios for the School of Art were moved into South Kohrman in December. The partition systems for the students’ open studios were planned to be completed by the end of January, but partition re-design and late materials ordering have caused a few weeks delay. The School of Art is planning to have all the student studios moved out of East Hall before Spring Break (end of February).

Next Meeting:
From February through June, the Space Allocation Committee will meet at 9a.m. in the President’s Conference Room. From July through December the meetings will return to the 8:30a.m. time.

The next meeting will be on February 13 at 9a.m. in the President’s Conference Room.
EVALUATION

INTERNATIONAL PROGRAMS AND SERVICES
Project #2006-001
Ellsworth Hall re-organization
February 13, 2006

Departments involved:
- Academic Technology and Instructional Services - CVIT classroom moved from Kohrman Hall
- Division of Minority Affairs move to third floor
- Academic Technology and Instructional Services - staff offices move to fourth floor
- Haenicke Institute (International Student Services: CELCIS and International Affairs) move to second floor north
- The Graduate College move to lower level
- Center for Academic Support and Programs move from Moore Hall to Ellsworth third floor south

Related moves:
- Henry Hall first floor
  - Student Academic and Institutional Research from Seibert Hall
- Moore Hall
  - Anthropology from lower level to second floor

Schedule of events:

1. Campus Architecture and Design will renovate Ellsworth Hall, room #1354 for use as the new CVIT classroom. 02/03/06 - Estimated costs were given to Provost's office for funding source. Desired completion date: April, 2006.
   Note: Campus Architecture and Design is in the process of working with Physical Plant to complete the work.

2. Campus Architecture and Design will renovate the north portion Ellsworth Hall, third floor for the Division of Minority Affairs (DMA). This renovation is based on a sizeable donation from Steelcase for furniture allowing the President’s office to fund the architectural and electrical upgrades; given to the President’s office 02/02/06. The south portion of Ellsworth, third floor will become home for the Center for Academic Support Programs (CASP) in an "as is" move. Prior to this, an agreement must be made between DMA and CASP for common space near the main stairtower; DMA and CASP have several program functions that could be consolidated into one area. Once this agreement is made, CASP may move into the south portion of the third floor at any time and is an "as is" move. Construction start-up for the north portion is dependant upon word from President’s office regarding donation.
   Note: DMA has agreed to share the common space with CASP, meeting is set up for March 28 to have buy in from CASP.
3. Once CASP moves from Moore Hall, second floor to third floor Ellsworth; Anthropology may move from Moore Hall lower level to second floor. This will be completed via Physical Plant work order on an “as is” move.

4. Once Anthropology is moved from Moore Hall, lower level work can be completed to remove the mold issues. This will be an “as is” move and completed via Physical Plant work order.

5. An agreement must be made with DMA and Haenicke Institute for the temporary movement of DMA’s workstudy student's and their copier into another space on the second floor until they are moved to the third floor. Once this agreement is made, work can begin on the second floor central reception area for the Haenicke Institute. Ron Davis, Julie Lenczycki and Sheri Harper will meet with Martha Warfield to discuss this consolidation.

6. Once DMA has been moved to the third floor, modifications can be made to the north portion of the second floor for movement of CELCIS, International Student Services and the re-organization of International Affairs. This work will be an “as is” move and completed via Physical Plant work order.

7. Once International Student Services vacates the fourth floor, modifications can be made to accommodate the movement of Academic Technology and Instructional Services (ATIS). There should be a revised program discussed since the CVIT classroom is now located in Ellsworth to see what changes this move has affected how ATIS function. This work will be an “as is” move and completed via Physical Plant work order.

8. Once CELCIS vacates the lower level of Ellsworth, renovations can be made to accommodate the movement of the Graduate College. A new entrance, reception area and sidewalk must be put in place to make this building entrance barrier free. This work will be completed by Campus Architecture and Design.

9. Student Academic and Institutional Research move to Henry Hall, first floor may happen at any time. This work will be an “as is” move and completed via Physical Plant work order.
Western Michigan University
Campus Planning & Architecture Department

Request for Space

Policy: All requests for new space or a change in how space is allocated between colleges or other major administrative units must be forwarded to the Space Utilization Manager for the analysis and approval process. You may fill out the form and email it to famis@wmich.edu or fax at 387-3539.

<table>
<thead>
<tr>
<th>CONTACT INFORMATION:</th>
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<tbody>
<tr>
<td>Requesting Department: English</td>
<td>Date: Dec. 6, 2007</td>
</tr>
<tr>
<td>Name: Joyce R. Walker</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email: <a href="mailto:joyce.walker@wmich.edu">joyce.walker@wmich.edu</a></td>
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<thead>
<tr>
<th>DESCRIPTION OF SPACE NEED:</th>
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<tbody>
<tr>
<td>A. Space will be used for: Instruction ☐ Research ☐ Administration ☐ Storage ☐ Support ☐ Other ☐</td>
<td></td>
</tr>
<tr>
<td>B. Space will be used by: Faculty ☐ Prof. Staff ☐ Class. Staff ☐ RA/TA ☐ Students ☐ Other ☐</td>
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<tr>
<td>C. Have you identified a suitable location for this new space that may be available? Yes ☐ No ☐</td>
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<tr>
<td>D. If Yes, please describe, using building/room #s or attach drawwings/floor plans/diagrams: (If No, please proceed to line &quot;H&quot;). Dunbar 4216</td>
<td></td>
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<tr>
<td>E. Will you be vacating your current space? Yes ☐ No ☐</td>
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<td>F. Will there need to be any remodeling or enhancements to accommodate your proposed use? Yes ☐ No ☐</td>
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<td>G. If yes, please briefly describe these changes (If more space is needed you may attach additional pages):</td>
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<tr>
<td>H. Please briefly describe how the space will be used as well as why new/additional space is needed (You may attach drawings/floor plans/diagrams): #4216 Dunbar will be a Digital Resource Room for students and Instructors in ENGI 1050 (see attached proposal).</td>
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<tr>
<td>I. Please briefly describe any special requirements for this space including the need for proximity to other facilities (If more space is needed you may attach additional pages): See attached proposal</td>
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<td>J. Date Needed: January 2007</td>
<td>Length of time needed: Indefinite</td>
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<td>Grant Fund Number:</td>
<td></td>
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<tr>
<td>K. Do you have funding available to commit to relocation? Yes ☐ No ☐</td>
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<tr>
<td>L. Please provide the Net Assignable Square Feet you are requesting in each category below:</td>
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<tr>
<td>Total Requested NASF:</td>
<td>NASF Other/Work Room:</td>
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<tr>
<td>Teaching Lab:</td>
<td>NASF Research Lab:</td>
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<tr>
<td>NASF Storage: 225 Sq. ft. (1 room)</td>
<td>NASF Other:</td>
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<tr>
<td>Additional Notes:</td>
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REQUEST AUTHORIZATION SIGNATURES:

Department Head: [Signature] Date: 12/7/07

Dean/Director/VP: [Signature] Date: 12/7/07
REQUEST FOR SPACE IN DUNBAR HALL

Joyce R. Walker, Assistant Professor/ Director of First Year Writing
Western Michigan University

Proposal Summary: In the Fall of 2007 The Department of English began a pilot program designed to improve several critical aspects of teaching and learning in ENG 1050 and ENGL 1000, all of which are important to our central goal -- to increase recruitment and retention at Western Michigan University through a more innovative and effective First Year Writing program. The First Year Writing Program serves students from all colleges and departments except Engineering and Business. We currently teach approximately 100 sections of ENGL 1050 per semester (22 students per section) and 17 sections of ENGL 1000 (16 students per section), which equals approximately 2400-2500 students each academic year. The program involves various efforts (through both digital and physical spaces) to encourage the use of innovative writing technologies and to offer students both practical training and rigorous academic opportunities for writing and research. Our efforts thus far have included the innovative use of a technology-rich classroom in 2208 Dunbar Hall to develop blended, team-taught ENGL 1050 courses, and the purchase various kinds of digital equipment, including 4 portable laptop carts and 12 digital video cameras for use with student projects. To assist us in the further development of the program we are requesting the following space consideration:

(1) We would like to establish a room in Dunbar hall (#4216, which is currently in use as a server room and storage for laptop carts) as a Digital Resource room, designed to serve the needs of instructors and students in ENGL 1050 and ENGL 1000. These needs include space for a laptop imaging server, storage & check-out space for portable computer carts and other digital equipment (projectors, document cameras, digital cameras, etc.). Additionally, this room has the potential to include a small meeting space, where First Year Writing instructors and students can meet to make use of computers to discuss projects and assignments, and for students to get instruction in specific software used for course projects.

Logistics: The Dunbar 4216 classroom is currently designed to serve our technology needs for service and storage, and will not require additional construction or design (as it would for classroom use). The features of the room that make it appropriate for our uses includes the following:

a. The room currently has an ample number of isolated power outlets.
b. The room currently has sufficient network capabilities.
c. The room currently has a separate air-handling system, specifically designed for computer equipment.
d. This equipment, while perfect for our needs, makes the room unsuitable for classroom use.

* We are currently using this #4216 Dunbar room as a laptop storage and check-out room. If we do not continue to have access to this room, we will have no storage space for our equipment for spring 2008 and beyond.
Brief Program Development Description: To provide support for our space requests (above) the following information outlines several of the important goals we have identified for the development of the First Year Writing program at WMU. Each of these goals in turn supports the university goals for recruitment and retention of introductory students.

(1) Provide small class sizes that allow students to develop one-on-one relationships with their instructors and with other students. These kinds of interactions can help freshman-level students make the transition to membership in the university community more easily. However, in addition to these more personal relationships, we also need to provide students with interactions that encourage them to understand their own writing as connected to the larger academic communities to which they will belong as they move into their selected fields of study. These can include both face-to-face interactions among various sections of the course, and digital interactions (such as the newly developed Social Library, a WMU wiki space designed to encourage conversations about research practice and provide students with feedback on research methods from peers, course instructors, and librarians).

(2) Create unique & innovative assignments for ENGL 1050 and ENGL 1000 that help students to develop the thinking, research, organization, and composing skills necessary for successful college writing, as well as opportunities to interrogate these composing practices and gain confidence in their ability to negotiate writing in major courses. In addition, we also want to develop a curriculum for the First Year Writing program that is coherent across sections of the course and takes advantage of a variety of digital resources for researching and composing.

(3) Provide students access to technological spaces for composing. This is a significant goal of the program, because such digital spaces and tools allow students to learn the critical skills needed for success in increasingly digitized workplace settings, as well as the opportunity to critically discuss the rhetorical goals of various kinds of interactive environments for composing, teaching, learning, and working. The four computers carts we have purchased thus far provide instructors with a wonderful opportunity to explore digital resources.

(4) Provide instructors with opportunities for social interaction that encourage the development of innovative and unique course activities and projects that support a common set of learning outcomes for ENGL 1050 and ENGL 1000 students. Instructors need to have not only reliable access to the technologies we are currently using, but also access to each other and to their students. A central location for classrooms and technology provides instructors with this critical component of a socially (and digitally) networked first year writing program.

† We expect to move all ENGL 1050 classes and ENGL 1000 classes into Dunbar Hall for Fall 2007. This creates an even greater need to provide storage for digital equipment and other resources, as well as an instructional space for training and teaching.