Definition of Shared Project Spaces

Project spaces are intended to provide space for student-faculty, student, and faculty projects that cannot be accommodated within existing department or program spaces. Shared projects spaces are available to all departments and programs and are meant to support projects with the following characteristics:

- Activities cannot be performed in a classroom or current department/program space
- Duration ranges from one semester to twelve months
- Activities not scheduled on a regular/repeating basis
- Projects requiring generic space with no dedicated/specialized equipment

Purpose of Shared Project Spaces

During the Breakiron Engineering Building and Dana Repurposing planning in 2003-2004, the Instructional Facilities Committee (IFC) determined the high priority space needs of the College. The need for college-wide project and design space became evident throughout the IFC’s planning. In response, new project spaces were designated within Breakiron and repurposed project spaces were designated within Dana to meet this need. In 2009 some of these initial project spaces were converted to “semi-permanent” laboratory spaces. In 2010, Room 263 was renovated to accommodate design-based classes. The remaining assignable spaces in 263 are the three bench spaces. The current project spaces managed by IFC are:

1. Breakiron Room 263 (Permanent Bench Spaces)
2. Dana Room 15
3. Dana Room 11
4. Mooney Innovation Laboratory Project Room

Space Policies

- Departments and programs will be responsible for providing technical support to individual projects as well as providing maintenance to the project space area assigned to them to ensure the entire project room is maintained on a regular basis. This may involve the participation of a responsible faculty/staff member(s).

- Departments and programs will be responsible for ensuring that all appropriate safety protocols are being followed.

- Projects must vacate the space on or before the project end date indicated on the original space request or request additional time from the IFC.

- All projects must vacate space by August 15 to prepare for the Fall semester.
Faculty, staff, and students are responsible for leaving the space in a condition similar to that in which it was found.

Any projects that remain in the space beyond the requested end date may be relocated in order to make space for new projects.

Research space will be assigned to the Fall or Spring Semester, summer or a combination of Spring semester and summer.

The IFC chair should be notified if allocated space will no longer be needed for the full term of the request.

Project Space Assignment Policy:

Space will be allocated at the beginning of each semester and at the beginning of the summer. When more space is requested than is available, the IFC will base space allocation recommendations upon the following priorities:

1. Projects that carry academic credit, in whole or part, will receive a higher priority in space allocation than projects that do not.

2. Project for required courses will receive a higher priority than projects for elective courses.

3. Undergraduate projects will receive a higher priority than graduate projects.

4. Projects that directly and consistently involve students will carry a higher priority than projects that do not.

5. Faculty research project requests of six months will carry a higher priority than requests of one year.

6. Faculty research project requests from a faculty member who does not currently have research space will carry a higher priority than requests from faculty with existing research space.

7. New research projects will carry a higher priority than repeated research project requests.

The IFC recognizes the unique needs of ENGR 100 and will work with the ENGR 100 coordinator, faculty and departments to meet the requested project space. The IFC also recognizes the need for short-term space, typically less than one month that may be needed for projects or classroom activities. Short-term projects will be assigned based upon the same criteria as long-term projects but may be accommodated in other spaces.
Procedure for Requesting Project Space:

Requests for project space allocation will be made through a standard form (attached). Requests may come from a faculty member, department, or program including the Small Business Development Center (SBDC). Requests will provide the following information:

1. Requesting faculty member(s) and department(s) or program(s)
2. Brief description of the project (addressing any of the seven points above)
3. Why existing department or program facilities cannot support the project
4. A start and end date
5. Space (square footage and location) and utilities and services needed or required
6. Storage space requested
7. Safety and security considerations
8. After hour accessibility
9. Any modifications of the space

All requests will be submitted to the Department Chair or Program Director. The chair or director will forward all requests to the IFC by the end of the first full week of class (for semester requests) or one week before the last day of class in the spring semester (for summer requests). The IFC will meet within one week of receiving proposals and forward its space allocation recommendations to the Dean. With the Dean’s approval, the Dean’s Office will notify individuals of the status of their proposal. Should any additional information be necessary to make a decision on a proposal, the IFC chair will contact the individual requesting space. The SBDC may submit requests directly to the IFC.

Although space will be allocated at three times during the year, requests may be submitted to the Department Chair or Program Director after the deadlines above. These requests will follow the same procedures and guidelines and will be allocated on a first-come, first-served basis.

Department Chair Memo to IFC

The department chair or program director, in consultation with his or her department or program, must review and sign all proposals originating in their department or program. Their signature will verify that there are no existing department or program spaces available for the proposed project and that the project description and needs are accurately portrayed. If multiple requests are being forward by the chair, the requests must also be accompanied by a ranking of the proposals. For projects that span more than one department, both department chairs must review, sign and rank the proposal.

Updating of Shared Space Policy

As space is a dynamic resource within the college, the IFC will revisit this policy every three years or at the request of the Dean of the College of Engineering.