Santa Barbara City College
Academic Senate, Planning and Resource Committee

**Process for Identifying Faculty Priorities in Facilities Planning**

A responsibility of the Planning and Resources Committee of the Academic Senate is to advise the Academic Senate and the Vice President, Academic Affairs on long-range instructional facilities needs of the college, and to develop a list of priorities related to institutional space. The purpose of this document is to describe a process that ensures input from faculty and staff related to projected programmatic and/or discipline specific needs and provides for faculty involvement in determining institutional priorities for space utilization. Through consultation with faculty serving on the Planning and Resources Committee, the Academic Senate, the Vice Presidents of Academic Affairs and Student Affairs and the Superintendent/President, the following principles and process for facilities planning have been developed.

**Principles Related to Facilities Planning**

1. Current facilities should be maximally used.
2. Planning shall address future needs as well as current needs.
3. Proposals for new or reconfigured facilities shall be consistent with the mission and goals of the college and the College Plan.
4. Proposals that allow the college to offer instruction and/or services required to support instruction and college operations in a more effective and efficient manner will be given higher priority.
5. In planning for new construction, the college will maintain open areas along the bluffs.
6. New construction will be consistent with the overall design of the campus.
7. Issues related to universal access and safety or other mandated requirements will be addressed in all planning.
8. Projected equipment needs for facilities and costs of ongoing maintenance shall be included with preliminary planning.
9. Community needs will be taken into consideration with facility planning.
10. Faculty, through the Planning and Resources Committee of the Academic Senate, will review and rank proposals for instructional facilities (classrooms and laboratory space, and instructional services).

**Process for Identifying Facility Needs**

1. Departmental faculty, in consultation with area deans, will identify projected facility needs. Proposals will address the factors specified below.

2. The list of proposed instructional facility needs will be reviewed and compiled into a preliminary proposal by the deans, Vice President for Academic Affairs and the President of the Academic Senate.
3. The proposal developed by the Office of Academic Affairs, along with documentation regarding facility needs from departments, will be forwarded to the Planning and Resources Committee for review and ranking. Department chairs will be provided with a copy of the proposal.

4. Proposals for non-instructional facility needs, drafted by the vice presidents and staff of their respective areas (Student Affairs, Business Services, F.R.D.) shall be made available to the Planning and Resources Committee as an information item.

5. The Planning and Resources Committee will review proposals and develop a list of priorities related to instructional space. The facilities proposals and list of priorities will then be submitted to the Academic Senate for review and endorsement.

6. The Academic Senate will review the long range plan for proposed instructional facilities and submit its recommendations to the Vice President, Academic Affairs.

7. The Vice President, Academic Affairs, will submit the final proposal to the College Planning Council (CPC) and the Superintendent/President.

8. At such time as new facilities (or remodels of existing facilities) are approved by the Board of Trustees, faculty and staff who will occupy the facility will be consulted regarding configuring, equipping and decorating the space.

Developing and Ranking Facilities Requests

The following issues should be addressed by departments when developing proposals for facility needs. Respond to all questions that apply to the particular request and attach other pertinent information. Responses to these questions and review of supporting documents shall serve as the framework for the evaluation and ranking of proposals.

1. To what extent are existing facilities inadequate or severely limited in meeting program needs? To justify new facilities and/or renovation of existing facilities, cite program needs such as numbers of students, WSCCH/FTES, etc.

2. To what extent do program or curriculum changes and/or changes in instructional delivery necessitate reconfiguration of existing space or relocation to new space? Consider such factors as how the proposed changes will accommodate a variety of methods of instruction (e.g., courseware development, applied laboratory experience, on-line instructional delivery, audio/video production, etc.).

3. To what extent will instructional development and/or delivery be more effective and efficient in the new or reconfigured space? To what extent will it enable the college to serve more students in both the new facility and the vacated existing facility?

4. To what extent will inter-departmental alliances be promoted by or result in more efficient use of facilities and resources?

5. To what extent will instructional support and/or student services be offered more effectively by the proposal and enable the college to better serve more diverse student needs?

6. To what extent does the proposed facility provide offices and work areas for faculty and staff?

Approved: Academic Senate 4/15/98

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