Permanent Space Allocation Request Form

Overview: This process is envisioned to address the permanent allocation of space for Academic, Student support, research, administrative, and institutional support. It is not necessary that first there must be vacant space, though if requested space is not already vacant, significant priority will be assigned to the continuing tenant if the proposal involves involuntary relocation. One-time space use allocation decisions will continue to be made on a first-come-first served, space available basis.

Title of Request: Expansion of Pearland Library

Date of Request: 11/8/19
Division/Department Making Request: Pearland Library

• General Description of space request:
(Briefly identify the nature of the space request proposal, what space is being requested, and the operational requirement of the request)

Requesting Pearland Building classroom P105, adjacent to the Library (P101), to be converted into a library space housing 3 group study rooms, study carrels, group tables, computer stations and 6 bookshelves.

• Current space use:
(Briefly outline current space allocated to the program, function, etc. If the Program is new, attach program approval supporting documents)

Room P101 used for book shelves, study tables, computer stations, scanner, and librarian's office.

• Challenges from current space use:
(Briefly identify why/how the current space allocation inhibits the success of the program)

Insufficient space, not able to order more print books due to lack of shelving, constant demand for private study rooms for groups and individuals.

• Alternate solutions not requested:
(Briefly identify alternative solutions to the challenges identified above and why those solutions are not being sought)

No other solution because of lack of space.

• Proposal Metrics if applicable:
(Identify what metrics can be used to measure success of the program if this space request is approved, compare to current metrics)

Increase in library usage.

• Alignment with Strategic Plan:
(Briefly identify how this proposal aligns with the strategic plan for the University, Division, or Department)

The campus is growing (second building added) and the number of courses is increasing therefore the demand for study space and books is growing too.
Endorsement:

<table>
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<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Dr. Vivienne McClendon</td>
<td><a href="mailto:mccendonv@uhcl.edu">mccendonv@uhcl.edu</a></td>
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<th>Date</th>
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<tr>
<td>11/8/19</td>
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<tr>
<th>Alternate</th>
<th>Division/Department:</th>
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<tr>
<td></td>
<td>UHCL Neumann Library and Pearland Library</td>
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<tr>
<th>Vice President</th>
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| Approve this request: (circle one) | 0 | N |

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<tr>
<th>SUAS Co-Chair</th>
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<tr>
<td>Mark Denney</td>
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<th>SUAS Co-Chair</th>
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<tr>
<td>Rebecca Huss-Keeler</td>
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<th>Recommendation:</th>
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<td>Approve pending identification of</td>
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<tr>
<th>Attachments:</th>
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<tbody>
<tr>
<td>1. Shared Governance Space Utilization and Allocation Subcommittee Comments</td>
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<tr>
<td>2. Shared Governance Space Utilization and Allocation Subcommittee Pro/Con listing</td>
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SAUS Pearland Expansion Questions & Answers

1. How do you anticipate the changes in services you will offer as a result of your proposal will be handled?
We anticipate offering more services and resources to our students by expanding our space to include more books and book display/shelving, quiet study rooms (not currently available) and a presentation practice room for students with audio visual capacity.

2. Is the impetus of the proposal a desire to have different meeting and computer areas for students or because of specific library issues?
Our request for expansion is in direct response to students’ numerous requests for more physical books, quiet study space, and presentation practice space. These requests are ongoing each semester. Students expect the same services on the UHCL Pearland campus as they have on the Clear Lake campus at the Neumann Library.

<table>
<thead>
<tr>
<th>Location</th>
<th>Enrollment by campus SP2020</th>
<th>Library Square Footage</th>
<th>Study Rooms</th>
<th>Presentation Rooms</th>
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<tbody>
<tr>
<td>Neumann Library</td>
<td>8119</td>
<td>84000 sf</td>
<td>11 individual study rooms, 16 group study rooms (6 with monitors)</td>
<td>1</td>
</tr>
<tr>
<td>Pearland Library</td>
<td>578*</td>
<td>859 sf</td>
<td>0</td>
<td>0</td>
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*Does not include Alvin enrollment numbers, not currently available from enrollment management

3. Why does the current computer lab space not fit your needs?
The open lab at UHCL Pearland does not provide any quiet study rooms or a presentation practice room or space for more book shelves. Our needs are not simply related to computing.

4. They would like you to provide a picture (photo) of the current library space and the space you are intending to use for the expansion (some people have never been on the Pearland campus)
See attached photos of the library and of room 105.
5. What other open space is available at Pearland that could be used?

No other adjacent room, except classroom 105, is available to expand the library. The only other possible space is the third floor of the Health Sciences Classroom building which is currently unfinished and unused. With limited staff, the only feasible expansion must be to expand the current footprint with adjacent space or move the entire library to a new location.

6. What are the number of students using that area (library and classroom) and what are peak usage times including the number of students from Alvin Community College? They mentioned that Chloris did not include the ACC numbers in her data.

The UHCL Pearland Library serves an average of 6,626 users a year. This includes students and faculty from UHCL, as well as visitors from other colleges and the general public. We do not keep specific statistics for the ACC students as we do not ask visitors for their affiliation when they use library services.

The numbers for use of classroom 105 are included in the attached slide presentation.
Space Utilization and Allocation Subcommittee

Proposal: Pearland Library  Date presented to SUAS: 11/18/2019

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated  Yes  No
      ii. In general, were the elements of the request well presented: Yes  No
      iii. What additional comments would you like to add:

   b. Current space use:
      i. What additional comments would you like to add:

   c. Challenges from current space use:
      i. What additional comments would you like to add:

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions  Yes  No
      ii. Were the arguments connected to program outcomes:
      iii. What additional comments would you like to add:

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals  Yes  No
      ii. Is data for the metrics obtainable?
      iii. What additional comments would you like to add:

   f. Alignment with Strategic Plan:
      i. Does this proposal aligns with the University’s Strategic Plan  Yes  No

   g. What additional comments would you like to add:

If desired, provide additional comments on reverse
I support it, but don't believe we have whether that classroom use can be transferred elsewhere.

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)

☑ Yes, this is a fully developed proposal which I support, as expressed in the above comments

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments

☐ No, this proposal is not fully developed, as expressed in the above comments
Space Utilization and Allocation Subcommittee

Proposal: Pearland Library  Date presented to SUAS: 11/18/2019

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated  Yes  No
      ii. In general, were the elements of the request well presented? Yes  No
      iii. What additional comments would you like to add:

   b. Current space use:
      i. What additional comments would you like to add:

   c. Challenges from current space use:
      i. What additional comments would you like to add:

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions  Yes  No
      ii. Were the arguments connected to program outcomes? Yes  No
      iii. What additional comments would you like to add:

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals? Yes  No
      ii. Is data for the metrics obtainable? Yes  No
      iii. What additional comments would you like to add:

   f. Alignment with Strategic Plan:
      i. Does this proposal aligns with the University’s Strategic Plan? Yes  No

   g. What additional comments would you like to add:  Students first

If desired, provide additional comments on reverse
Space Utilization and Allocation Subcommittee

The Portland library is sorely inadequate to serve current students. These inadequacies will worsen with continued growth. The library most critically needs to be expanded in order to best serve students. It seems minor changes in room assignments and course offerings (scheduling) can bring this expansion to fruition.

Summary of Feedback:

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Space Utilization and Allocation Subcommittee

Proposal: Pearland Library  Date presented to SUAS: 11/18/2019

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated  Yes  No
      ii. In general, were the elements of the request well presented?  Yes  No
      iii. What additional comments would you like to add:

   b. Current space use:
      i. What additional comments would you like to add: "What is with the ratio?"

   c. Challenges from current space use:
      i. What additional comments would you like to add: "Additional comments"

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions  Yes  No
      ii. Were the arguments connected to program outcomes:  Yes  No
      iii. What additional comments would you like to add: "Additional comments"

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals  Yes  No
      ii. Is data for the metrics obtainable?  Yes  No
      iii. What additional comments would you like to add: "Additional comments"

   f. Alignment with Strategic Plan:
      i. Does this proposal align with the University’s Strategic Plan?  Yes  No

   g. What additional comments would you like to add:

If desired, provide additional comments on reverse
Space Utilization and Allocation Subcommittee

(Thanks that the proposal is thought and addressed) some other potential questions that might arise as a result of this, please.

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)

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Space Utilization and Allocation Subcommittee

Proposal: Pearland Library Date presented to SUAS: 11/18/2019

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated Yes
         No
      ii. In general, were the elements of the request well presented? Yes
          No
      iii. What additional comments would you like to add:

      ___________________________________________________________
      ___________________________________________________________
      ___________________________________________________________

   b. Current space use:
      i. What additional comments would you like to add:

      ___________________________________________________________
      ___________________________________________________________

   c. Challenges from current space use:
      i. What additional comments would you like to add:

      ___________________________________________________________
      ___________________________________________________________

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions Yes
         No
      ii. Were the arguments connected to program outcomes? Yes
          No
      iii. What additional comments would you like to add: Alternative is not
           appropriate in this case due to proximity of request

      ___________________________________________________________
      ___________________________________________________________

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals? Yes
         No
      ii. Is data for the metrics obtainable? Yes
          No
      iii. What additional comments would you like to add:

      ___________________________________________________________
      ___________________________________________________________

   f. Alignment with Strategic Plan:
      i. Does this proposal align with the University’s Strategic Plan? Yes
         No

g. What additional comments would you like to add:

      ___________________________________________________________
      ___________________________________________________________

If desired, provide additional comments on reverse
Space Utilization and Allocation Subcommittee

Space is available
Proposal is responsive to student need
Renovation costs are minimal

Summary of Feedback:

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Space Utilization and Allocation Subcommittee

Proposal: ___________ Date presented to SUAS: ______________

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated
      Yes ☑ No ☐
      ii. In general, were the elements of the request well presented: Yes ☑ No ☐
      iii. What additional comments would you like to add: ______________

   b. Current space use:
      i. What additional comments would you like to add:
      Current library is inadequate for
      the enrollment of PC

   c. Challenges from current space use:
      i. What additional comments would you like to add:
      Challenges would need to be reassigned
      but the number is relatively small - 25% or less

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions
      Yes ☐ No ☑
      ii. Were the arguments connected to program outcomes:
      Yes ☑ No ☐
      iii. What additional comments would you like to add:
      The current library serves only 30%
      of PC enrollment

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals
      Yes ☑ No ☐
      ii. Is data for the metrics obtainable?
      Yes ☑ No ☐
      iii. What additional comments would you like to add:
      Showed clear usage and student requests
      for more library space and capacity

   f. Alignment with Strategic Plan:
      i. Does this proposal aligns with the University's Strategic Plan
      Yes ☑ No ☐

   g. What additional comments would you like to add:
      Aligns with Student Academic Success
      Educational Achievement

If desired, provide additional comments on reverse
Overall, enrollment in classes is low. Classes utilizing this room are typically lower than the 105 capacity and could use smaller rooms.

Summary of Feedback:

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☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments

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Space Utilization and Allocation Subcommittee

Proposal:  Pearland Library Date presented to SUAS:  11/18/2019

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated
         Yes [ ] No [ ]
      ii. In general, were the elements of the request well presented:
         Yes [ ] No [ ]
      iii. What additional comments would you like to add:

   b. Current space use:
      i. What additional comments would you like to add:
         Seems like Monday evenings are the only problem.

   c. Challenges from current space use:
      i. What additional comments would you like to add:

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions
         Yes [ ] No [ ]
      ii. Were the arguments connected to program outcomes:
          Yes [ ] No [ ]
      iii. What additional comments would you like to add:
          Did not tell us how to address Monday evening issue - will courses just have to meet on different days?

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals
         Yes [ ] No [ ]
      ii. Is data for the metrics obtainable?
          Yes [ ] No [ ]
      iii. What additional comments would you like to add:
          Currently capacity covers only 3% of Pearland student body.

   f. Alignment with Strategic Plan:
      i. Does this proposal aligns with the University’s Strategic Plan
         Yes [ ] No [ ]

   g. What additional comments would you like to add:

If desired, provide additional comments on reverse
Programs currently at Peckland will have to be notified that classrooms available on Monday may no longer be available on Monday.

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)

- [x] Yes, this is a fully developed proposal which I support, as expressed in the above comments
- [ ] No, this proposal is fully developed, but I do not support it, as expressed in the above comments
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Space Utilization and Allocation Subcommittee

Proposal: Pearland Library  Date presented to SUAS: 11/18/2019

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated: Yes ☑ No ☐
      ii. In general, were the elements of the request well presented: Yes ☐ No ☐
      iii. What additional comments would you like to add:
         The presentation does not include all information pertaining to the room. Alvin Comm College is not included as well as prime time for courses.

   b. Current space use:
      i. What additional comments would you like to add: We have other items to think about with events at Alvin Comm College scheduled.

   c. Challenges from current space use:
      i. What additional comments would you like to add: Removing the room will create major conflict with peak time, fifth and evening courses.

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions: Yes ☐ No ☑
      ii. Were the arguments connected to program outcomes: Yes ☑ No ☐
      iii. What additional comments would you like to add:

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals: Yes ☐ No ☑
      ii. Is data for the metrics obtainable: Yes ☑ No ☐
      iii. What additional comments would you like to add: Although obtainable, it will create issues w scheduling during peak times.

   f. Alignment with Strategic Plan:
      i. Does this proposal aligns with the University's Strategic Plan: Yes ☐ No ☑

   g. What additional comments would you like to add:

If desired, provide additional comments on reverse
I show F105 used 20 hrs weekly for Spr. 2019, 18 hrs for Fall 2019, 427 hrs for upcoming Spring 2020. With this information, we will need to find rooms to accommodate the usage hours currently scheduled that will not conflict with peak times, 10 am - 11:30 Tu/W/Th and evening courses are the peak times. In addition, we still must include Alvin Community College, who each semester is increasing the number of courses each semester offered at Pearland.

Summary of Feedback:

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☐ No, this proposal is not fully developed, as expressed in the above comments
Space Utilization and Allocation Subcommittee

Proposal: Pearland Library  Date presented to SUAS: 11/18/2019

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated  Yes [✓] No
      ii. In general, were the elements of the request well presented: Yes [✓] No
      iii. What additional comments would you like to add: would require.

   b. Current space use:
      i. What additional comments would you like to add: 31% occupancy
         we will need to do a deeper analysis of classroom availability & opportunity to reschedule

   c. Challenges from current space use:
      i. What additional comments would you like to add: 35% of Pearland
         enrollment - interesting to understand comparison
to Clear Lake.

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions  Yes [✓] No
      ii. Were the arguments connected to program outcomes: Yes [✓] No
      iii. What additional comments would you like to add:
         no real alternatives except to Displace
         the library across the site - poor for students

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals Yes [✓] No
      ii. Is data for the metrics obtainable? Yes [✓] No
      iii. What additional comments would you like to add:
         As well as we can collect any metric
         for library space.

   f. Alignment with Strategic Plan:
      i. Does this proposal align with the University’s Strategic Plan Yes [✓] No

   g. What additional comments would you like to add: Academic Support
      is a critical aspect of UNCW Strategic needs;
      critical to see where current strategic planning process
      leads.

If desired, provide additional comments on reverse
Space Utilization and Allocation Subcommittee

one of the smaller capacity classrooms

Summary of Feedback:

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Space Utilization and Allocation Subcommittee

Proposal: **Pearland Library**  
Date presented to SUAS: **11/18/2019**

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated: Yes ☒ No ☐
      ii. In general, were the elements of the request well presented: Yes ☒ No ☒
      iii. What additional comments would you like to add: Need more info on how technology is used in library vs. computer lab.

   b. Current space use:
      i. What additional comments would you like to add:

   c. Challenges from current space use:
      i. What additional comments would you like to add:

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions: Yes ☐ No ☒
      ii. Were the arguments connected to program outcomes: Yes ☒ No ☐
      iii. What additional comments would you like to add: Partnership & collaboration with UCT to find a combined space to serve students.

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals: Yes ☐ No ☒
      ii. Is data for the metrics obtainable?: Yes ☒ No ☐
      iii. What additional comments would you like to add: No metrics were provided for library usage vs. computer stations in library.

   f. Alignment with Strategic Plan:
      i. Does this proposal align with the University’s Strategic Plan: Yes ☒ No ☐

   g. What additional comments would you like to add:

If desired, provide additional comments on reverse.
Students technology group study areas may need to be partnered and collaborated with UCT to address technology concerns.

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)

☐ Yes, this is a fully developed proposal which I support, as expressed in the above comments
☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments
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Space Utilization and Allocation Subcommittee

Proposal: Pearland Library  Date presented to SUAS: 11/18/2019

Pro Elements:

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<tr>
<td>1. Meets student needs</td>
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<td>2. Cost is minimal</td>
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<td>3. Additional study space to use for collaboration and practice presentations – supports academic mission</td>
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<tr>
<td>1. Classroom 105 is only 736 sqft, will this really solve the issue: 3 study rooms, study carrels, group tables, etc?</td>
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<tr>
<td>2. Peak times: Tues/Thurs 10:00 AM – 11:30 AM and evenings, will create challenges for classrooms space</td>
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<tr>
<td>3. Requesting space that both buildings currently serve</td>
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<td>4. There are study rooms in the new HSCP</td>
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<td>5. There are Computer labs in both buildings</td>
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<td>6. Can’t new HSCB address these needs?</td>
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