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:

Requestor

Name: Dr. Vivienne McClendon   Email: mcclendonv@uhcl.edu

Date: 11/8/19

Phone: 281-283-3931

Alternate: _____

Division/Department: UHCL Neumann Library and Pearland Library

Vice President: _[signature]_   Signature: _Dr. Vivienne McClendon [signature]_

Approve this request: (circle one)   (Y)   N

SUAS Co-Chair: Mark Denney   Signature: _[signature]_

SUAS Co-Chair: Rebecca Huss-Keeler   Signature: _____

Recommendation: Approve pending identification of funding

Attachments:
1. Shared Governance Space Utilization and Allocation Subcommittee Comments
2. Shared Governance Space Utilization and Allocation Subcommittee Pro/Con listing

FSSC Co-Chair: _____   Signature: _____

FSSC Co-Chair: _____   Signature: _____

Recommendation: _____

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.

Location	Enrollment by campus SP2020	Library Square Footage	Study Rooms	Presentation Rooms
Neumann Library	8119	84000 sf	11 individual study rooms 16 group study rooms (6 with monitors)	1
Pearland Library	578*	859 sf	0	0

*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)
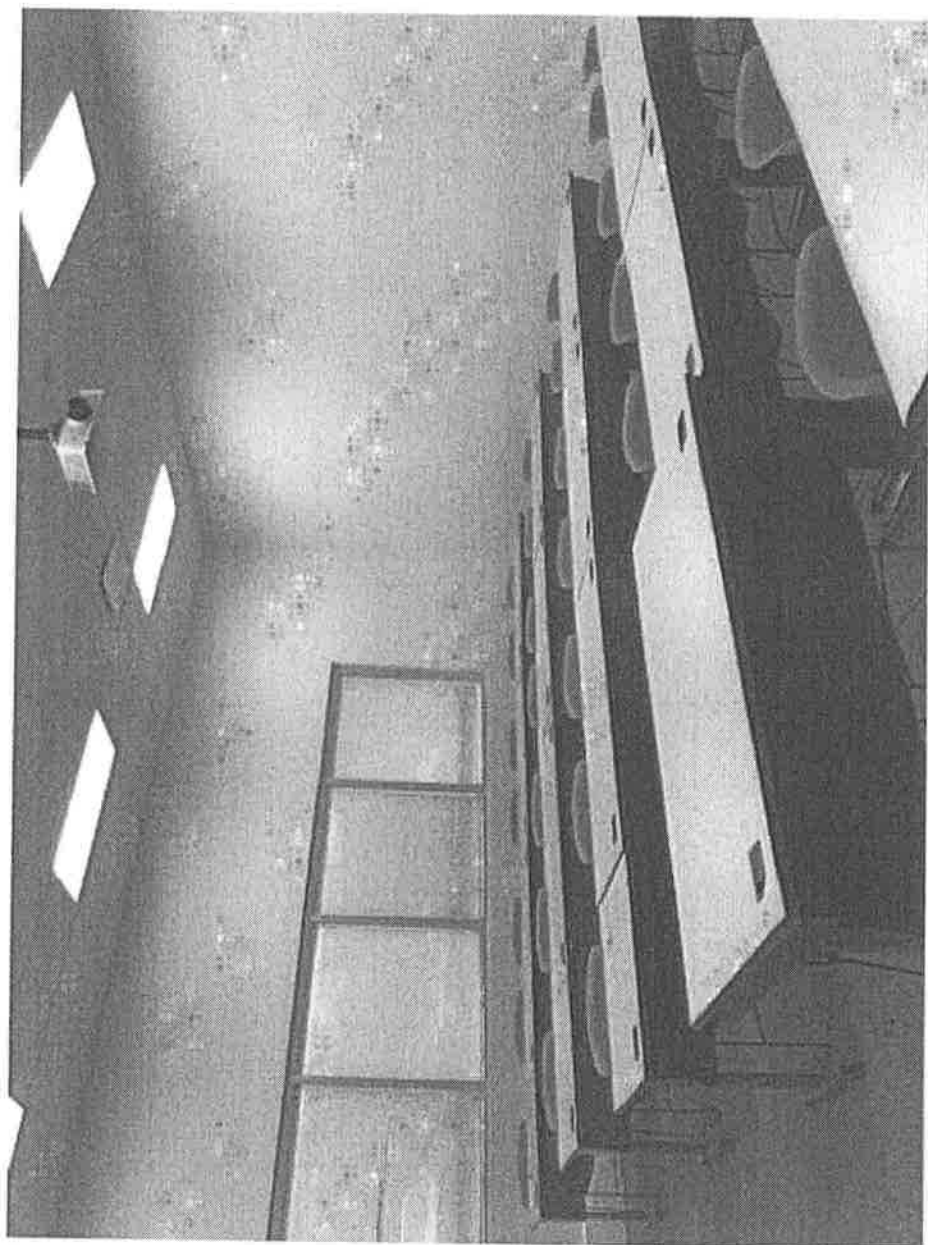   See attached photos of the library and of room 105.

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.
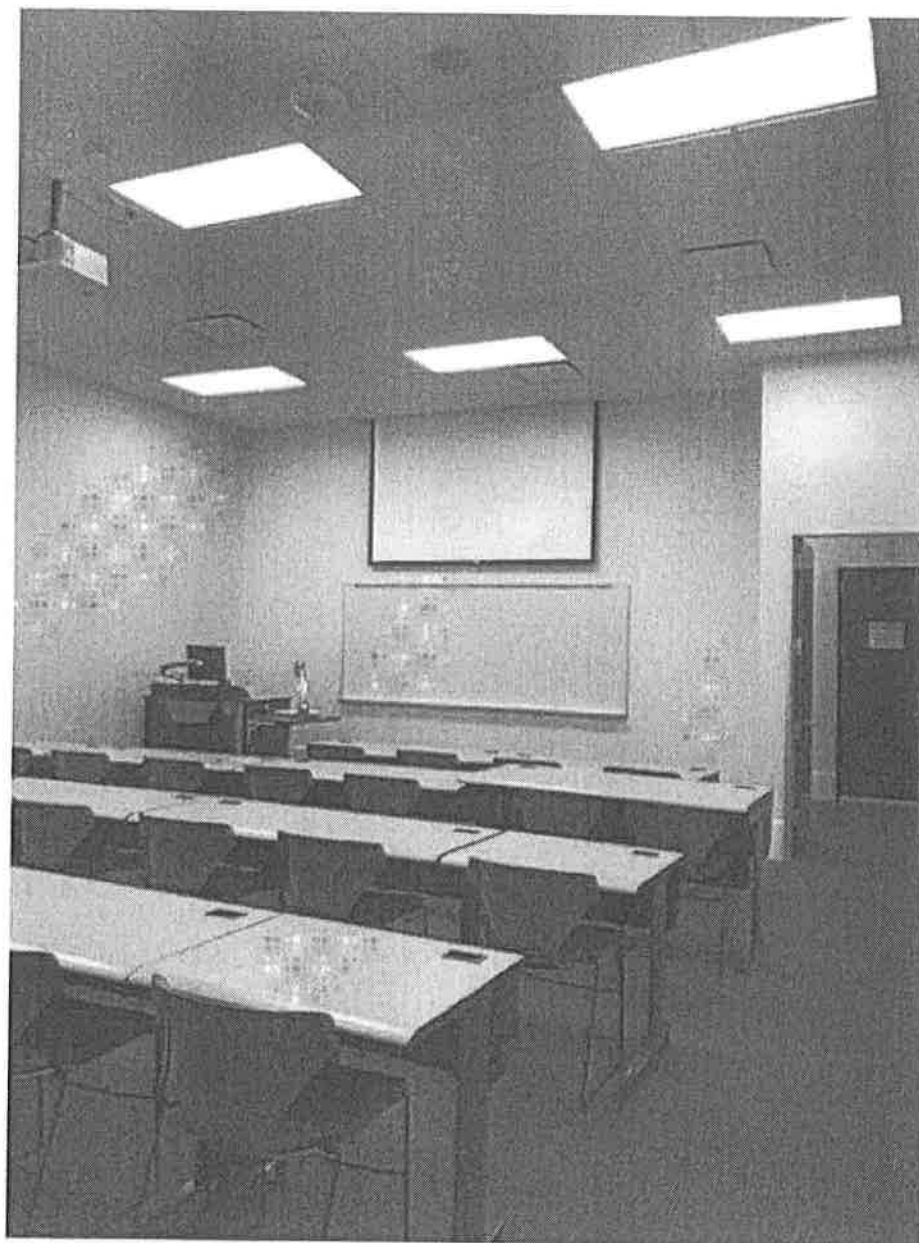
6. What are the number of students using that area (library and classroom) and what are peak usage times including the number of students from Alvin Community College? They mentioned that Chloris did not include the ACC numbers in her data.
   The UHCL Pearland Library serves an average of 6,626 users 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.
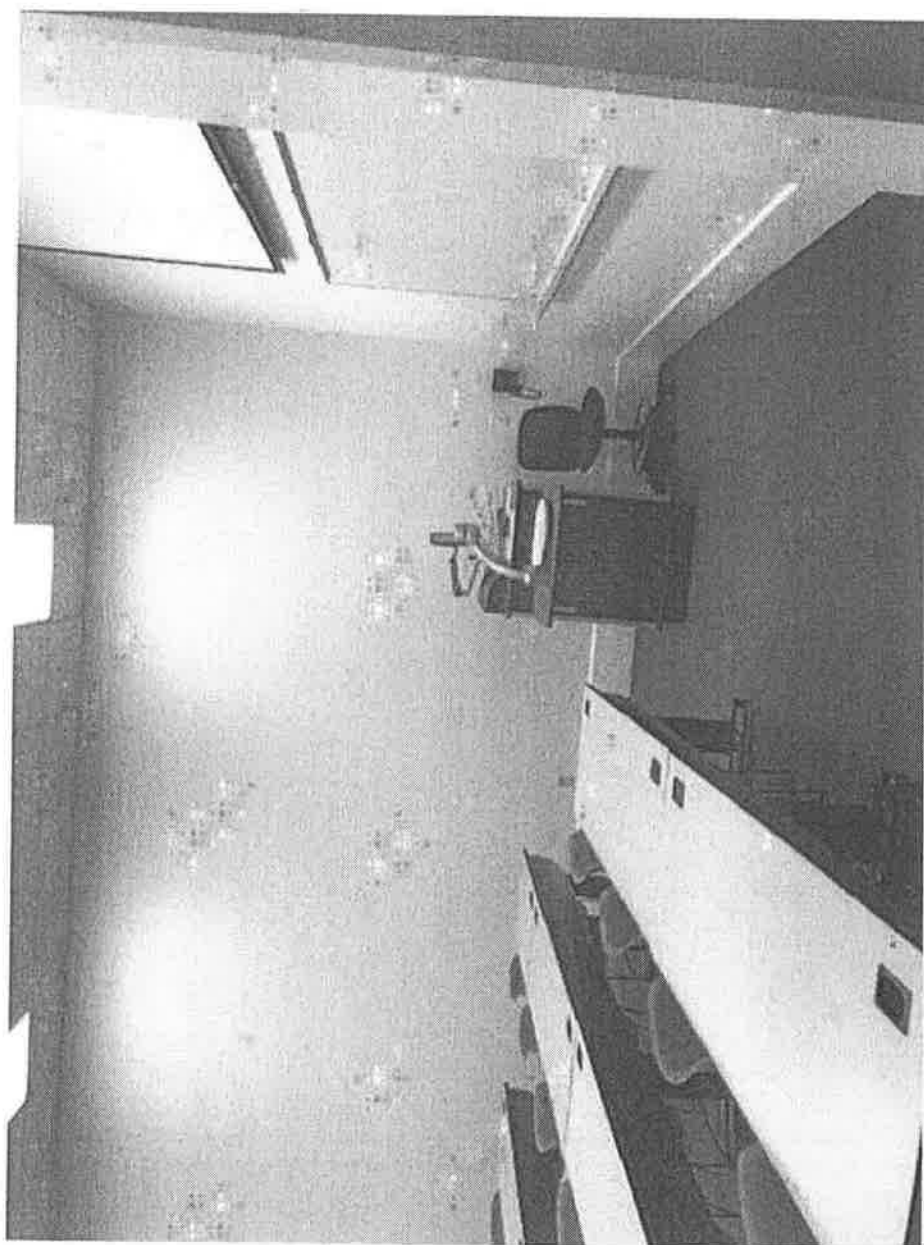
Space Utilization and Allocation Subcommittee

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: 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: _____

        _____

        _____

If desired, provide additional comments on reverse

Space Utilization and Allocation Subcommittee

* I support it, but don't believe we heard whether that classroom use can be transfered else where.

Summary of Feedback:

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

*Note

[✓] 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

Not a member

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 Pearland library is sorely inadequate to serve
a 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:

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: _What is the ratio of electronic to physical books available to students?_

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

   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

Space Utilization and Allocation Subcommittee

I think that the proposal is thorough and addresses some other potential problems that might arise as a result of the move.

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

Voting member
(6 Voting member) 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 b/c of proximity of requested
      room to library

   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: _____

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:

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

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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: _____

      Current library is inadequate for the enrollment @ PC.

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

      Classes would need to be reassigned but the number is relatively small = 25% usage 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 3% 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 & 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 w/ student Academic Success, Educational Achievement

If desired, provide additional comments on reverse

Space Utilization and Allocation Subcommittee

Overall, enrollment in classes is low. Classes utilizing this room are typically lower than the 105 capacity + could use smaller rooms.

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: _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: _____
      Currenly 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

Space Utilization and Allocation Subcommittee

Programs currently at Pearland 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)

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- [ ] 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: _____

      The presentation does not include all information
      pertaining w/ the room. Alvin Comm. College is
      not included as well as prime times for courses.
   b. Current space use:
      i. What additional comments would you like to add: We have other
      items to think about with events & 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 conflicts with peak times. Tu/Th 10 am
      & 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 can 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 [ ] Not Sure [✓]
   g. What additional comments would you like to add: _____

      _____

If desired, provide additional comments on reverse

Space Utilization and Allocation Subcommittee

With

I show P105 used 20 hrs weekly for Spr. 2019, 18 hrs for Fall 2019, & 27 hrs for upcoming Spring 2020. With this information we will need to find rooms to accomodate the usage hours currently scheduled that will not conflict w/ peak times.
10 am - 11:30 Tu/Th & evening courses are the peak times. In addition we still must include Alvin Comm. College who ~~each~~ each semester is increaseing ~~the~~ the

# of courses each semester offered at Pearland.

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: _would require_
      better classroom mgmt, but as enrollment at
      Pearland grows - library, not only classroom space will be
      Required -
   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 & opportunities to reschedule
   c. Challenges from current space use:
      i. What additional comments would you like to add: _3% 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 Disperse
      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 spaces -

   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: _Academic Support_
   is A critical aspect of UHCL 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:

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: _____

      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 at Pearland - group study with technology + Computer Stations

   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 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

Space Utilization and Allocation Subcommittee

Students technology group study areas
may need to be partnershiped 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)

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Space Utilization and Allocation Subcommittee

Proposal: __Pearland Library__   Date presented to SUAS: __11/18/2019__

Pro Elements:

PRO	
1.	Meets student needs
2.	Cost is minimal
3.	Additional study space to use for collaboration and practice presentations – supports academic mission
4.	
5.	
6.	
7.	
8.	
9.	
10.	

CON	
1.	Classroom 105 is only 736 sqft, will this really solve the issue: 3 study rooms, study carrels, group tables, etc?
2.	Peak times: Tues/Thurs 10:00 AM – 11:30 AM and evenings, will create challenges for classrooms space
3.	Requesting space that both buildings currently serve
4.	There are study rooms in the new HSCP
5.	There are Computer labs in both buildings
6.	Can't new HSCB address these needs?
7.	
8.	
9.	
10.	