**Overview:** This process is envisioned to address the permanent allocation of space for both 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 in-voluntary relocation. One-time space use allocation decisions will continue to be made on a first-come-first served, space available basis.

**Title of Request:** Disability Services space request  
**Date of Request:** 11/27/18  
**Division/Department making Request:** Disability Services

- **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)

Ideally, Disability Services (DS) would like to consolidate all of the functions of the office into one physical space to streamline office effectiveness, and staff interaction and supervision. Within the last 5 years, the number of students who are served and the number of professional staff in the office have both doubled. While the number of students requesting services and the services they have requested has significantly increased, the amount of space DS utilizes has actually decreased. DS currently shares a suite with Health Services. Some of this space had to be repurposed as a waiting room for Health Services to comply with HIPAA regulations. In addition to this, the Accessibility Support Team (AST) was moved as well. The AST was originally located in the Hawk Help Desk (B1632). It was moved to B2504 once the Office of Online Programs was discontinued. However, this space was repurposed in Summer 2018. On June 7, 2018, the AST moved back to B1632.

Testing space is our primary concern. The number of tests the office proctors to assist faculty have tripled in four years. DS proctored 252 tests in AY2015, and 789 tests in AY18 (academic year for DS = summer, fall, spring). DS has already proctored more exams this semester than we this past spring. These numbers do not included the total data for finals. Along this trajectory, it is very possible that DS may proctor more than 1000 tests for this academic year (which would be a 400% increase from 4 years ago). Table 1 shows testing data from the past 7 semesters (including the current Fall 2018 semester) as of Monday, December 3, 2018.

**Table 1: Tests proctored by Disability Services by semester**

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 Fall</th>
<th>2017 Spring</th>
<th>2017 Summer</th>
<th>2017 Fall</th>
<th>2018 Spring</th>
<th>2018 Summer</th>
<th>2018 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Exam Requests</td>
<td>292</td>
<td>298</td>
<td>39</td>
<td>374</td>
<td>440</td>
<td>78</td>
<td>451</td>
</tr>
<tr>
<td>Number of Students Requesting Exams</td>
<td>54</td>
<td>63</td>
<td>14</td>
<td>73</td>
<td>89</td>
<td>25</td>
<td>97</td>
</tr>
<tr>
<td>Number of Final Exams</td>
<td>75</td>
<td>95</td>
<td>11</td>
<td>103</td>
<td>120</td>
<td>27</td>
<td>82</td>
</tr>
<tr>
<td>Number of Midterm Exams</td>
<td>74</td>
<td>67</td>
<td>12</td>
<td>83</td>
<td>99</td>
<td>18</td>
<td>95</td>
</tr>
<tr>
<td>Number of Quizzes</td>
<td>8</td>
<td>6</td>
<td>11</td>
<td>31</td>
<td>15</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Number of Standard Tests</td>
<td>135</td>
<td>130</td>
<td>5</td>
<td>157</td>
<td>206</td>
<td>33</td>
<td>238</td>
</tr>
</tbody>
</table>
• **Current space use:**
(Briefly outline current space allocated to the program, function, etc. If the Program is new, attach program approval supporting documents)

DS is currently split between two different buildings. The main DS office is located in SSCB 1.302. Within this suite, we have 3 staff offices, 6 testing rooms, a front desk/waiting area. We also share space within the Health Services. The shared space is for the records room, storage room, and copy room/DS student worker space. In addition to the SSCB space, we also have space in B1632 for the Accessibility Support Team which we share with the DO office and the Student Conference. The AST space consists of one office for the full-time staff and one workstation which is shared between the 2 student workers.

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

The current space presents three major challenges. First, we do not have enough space to address the increasing number of tests which we are being asked to proctor. The ADAAA and Section 504 require that universities and colleges ensure that students with disabilities have equal access to all of the programs and services offered by the institution. Many students with disabilities need alternative testing accommodations for their tests due to their conditions' functional limitations that can impact processing speed, concentration, physical tasks (e.g., writing, bubbling in a Scantron), or how they access information (e.g., a blind student who needs special software to have a test read aloud).

As indicated in the space proposal DS submitted to Dr. Biggers on May 21, 2018 (appendix A), the number of tests we have proctored has more than tripled in the past four years (AY 2015 = 252 tests; AY 2018 = 789 tests). When the AST was located in B2604, we were able to use the 3 offices and the conference table to proctor tests for 6 additional students. Last spring semester, DS simultaneously used all of the DS testing rooms, the AST space, the DS staff offices, the Writing Center’s conference room, and an overflow classroom to meet the needs of all of the students requesting testing accommodations during finals week.

The second challenge that our current space presents is that the staff is already split between two different locations. The three staff members of the AST are located in the Bayou Building. DS conducted an external program review last year in which the office invited three Disability Services professionals from UHCL peer institutions to provide feedback on various aspects of the office. When the committee conducted the external review, the AST was located in B2504. While the external committee felt that the physical space itself was sufficient for the AST to function effectively, they also felt that a combined space would “increase opportunities for cross training, improve supervision, and create more opportunity for staff collaboration.”

Third, the current space does not allow the staff to perform other functions associated with its mission. The primary purpose of DS is to provide institution-wide consultation, advisement, and training on disability-related topics. Some of the training is directed specifically towards students, some specifically for employees, and others that are open to the public. Due to the fact that we must remain open from 8 am to 5 pm, and do not have any space within our current facilities to meet, it is challenging for the office at times to engage in professional development or conduct necessary meetings with various constituents when the staff have to be away from where students are receiving proctored tests. DS also requested an Assistive Technology lab where we could provide students with disabilities with more access to the technologies they may need while being in close proximity to staff who could answer questions as they arise. In addition to providing greater access to the technology, it would also allow the office to provide more hands-on training of the assistive technology, which aligns with an office goal of promoting technological competency within the students.

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

For the Fall 2018 semester, DS and the Testing Center are collaborating with each other during finals week to address our need for testing space. The Testing Center has agreed to let DS use their space and staffing during this week. While we are extremely appreciative of their support this semester, this solution is only temporary.
DS recognized that the Testing Center plans to expand the number of tests, exams, and certifications it offers. As a result of this, the Testing Center may not be able to offer this space to us in the future.

- **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)

More students with disabilities are aware of the DS office and are utilizing accommodations. As previously stated, the number of students who are registered with the office have doubled, and the number of tests DS proctors has tripled.

For the past two years, DS had conducted a student survey each semester. One of the areas examined is the students' perceptions of their accommodations’ impact on their academics. Table 2 shows the percentages of students who have strongly agreed or agreed with the following statements for each semester.

**Table 2: Impact of Accommodations on Student Academics**

<table>
<thead>
<tr>
<th></th>
<th>Fall 2016 (n=28)</th>
<th>Spring 2017 (n=26)</th>
<th>Fall 2017 (n=26)</th>
<th>Spring 2018 (n=17)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The accommodations I used made me more confident in the class.</td>
<td>26 (93%)</td>
<td>23 (88%)</td>
<td>25 (96%)</td>
<td>15 (88%)</td>
</tr>
<tr>
<td>The accommodations I used directly resulted in me achieving a higher grade in the class.</td>
<td>21 (75%)</td>
<td>21 (80%)</td>
<td>20 (77%)</td>
<td>11 (65%)</td>
</tr>
<tr>
<td>The accommodations I used increases the likelihood I will stay in school and graduate.</td>
<td>24 (86%)</td>
<td>22 (84%)</td>
<td>23 (92%)</td>
<td>14 (82%)</td>
</tr>
</tbody>
</table>

It is important to remember when reviewing the data below that the role of the DS office is to ensure equal access to the educational environment for students with disabilities. While the office hopes that the accommodations will help the students academically, they are not intended to guarantee academic success. In addition, there may be other factors that positively or negatively contribute to the academic success of students with disabilities for which DS is not able to account (e.g., academic competency of course material, financial issues, personal issues).

Students with disabilities who did not use their accommodations had higher rates of current GPAs between 0-0.999 (Fall = 9.6%; Spring = 12.9%) than those who did use their accommodations (Fall = 8.0%, Spring = 9.2%). Students with disabilities who did not use their accommodations also had a higher rates of current GPAs of 4.0 (Fall = 15.1%, Spring = 18.6%) than those who did use their accommodations (Fall = 11.6%, Spring = 14.4%). However, students who used their accommodations had higher rates of cumulative GPAs of 3.0 or higher (Fall = 65.2%, Spring = 60.1%) than those who did not use their accommodations (Fall = 54.8%, Spring = 50.0%). Students with disabilities who used their accommodations also had higher rates of cumulative GPAs of 4.0 (Fall = 5.8%, Spring = 7.8%) than those who did not use their accommodations (Fall = 2.7%, Spring = 2.9%).

There was a slightly higher percentage of students who used their accommodations in “Good” academic standing each semester (Fall = 92.0%, Spring = 88.9%), and a lower percentage of those on probation (Fall = 6.5%, Spring = 7.8%). However, there was a higher percentage of students with disabilities who used their accommodations that were on suspension in Spring 2018 than those who did not use their accommodations. These differences are not statistically significant. The 2018 academic year was the first time we requested this data from the Office of Institutional Effectiveness; therefore, we do not have any longitudinal data to which we can compare these findings.
Table 3: GPA and Academic Standing of Students with Disabilities who Requested Accommodations versus Those who did not Request Accommodations

<table>
<thead>
<tr>
<th>Current GPA</th>
<th>TOTAL Fall 2017</th>
<th>TOTAL Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOT Requested</td>
<td>Requested * Accommodation</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>%</td>
</tr>
<tr>
<td>0.999</td>
<td>7</td>
<td>9.6%</td>
</tr>
<tr>
<td>1.0 - 1.999</td>
<td>3</td>
<td>4.1%</td>
</tr>
<tr>
<td>2.0 - 2.999</td>
<td>16</td>
<td>21.9%</td>
</tr>
<tr>
<td>3.0 - 3.999</td>
<td>36</td>
<td>49.3%</td>
</tr>
<tr>
<td>4.0</td>
<td>11</td>
<td>15.1%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>TOTAL Fall 2017</th>
<th>TOTAL Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOT Requested</td>
<td>Requested * Accommodation</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>%</td>
</tr>
<tr>
<td>0.999</td>
<td>2</td>
<td>2.7%</td>
</tr>
<tr>
<td>1 - 1.999</td>
<td>5</td>
<td>6.2%</td>
</tr>
<tr>
<td>2 - 2.999</td>
<td>26</td>
<td>35.6%</td>
</tr>
<tr>
<td>3 - 3.999</td>
<td>38</td>
<td>52.1%</td>
</tr>
<tr>
<td>4.0</td>
<td>2</td>
<td>2.7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Standing</th>
<th>TOTAL Fall 2017</th>
<th>TOTAL Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>67</td>
<td>91.8%</td>
</tr>
<tr>
<td>Probation</td>
<td>5</td>
<td>6.8%</td>
</tr>
<tr>
<td>Suspension</td>
<td>3</td>
<td>1.4%</td>
</tr>
</tbody>
</table>

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

DS recently moved from the Division of Student Affairs to the Division of Student Success and Initiatives. The DS office was in the process of creating a 5 year strategic plan. However, this initiative was delayed to the updates to the UHCL mission, vision, and strategic plan, in addition with the office’s move to a new division which is itself in the process of branding its identity. Therefore, DS is unable to concretely state how the proposal will align with the strategic plan of the University or Division.

However, using the previous UHCL strategic plan, the proposal aligns with Goal #2, which states that “University of Houston-Clear Lake will provide a supportive student-centered campus environment focused on student access and success.” Additional space would allow us to provide students with disabilities an environment in which the DS office could ensure they have access to their testing accommodations. In addition to this, one of the objectives for Goal #2 is to “provide academic and support services to increase student enrollment and retention.” If UHCL does not have the appropriate infrastructure to meet the needs of students with disabilities (an underrepresented population), then these students may not choose to come to or stay at UHCL.

Lastly, one of core pillars of the DS mission statement is that DS “provides individual services and facilitates accommodations to students with disabilities.” Without sufficient space, DS may not be able to assist the faculty in providing these services to a significantly growing population.

**Appendix A:** DS Space Proposal submitted to Dr. Darlene Riggers on 5/21/18

**Endorsement:**
Requestor:
Name: Gavin Steiger        Email: steiger@uhcl.edu        Date: 11/27/18

Division/Department: Disability Services

Vice President: Steven J. Berbenik        Signature: [Signature]

Approve this request [O] [N] (circle one)

Shared Governance Space Utilization and Allocation Committee Comments:
1. 
2. 
3. 
4. 
5. 

SUAC Co-Chair: Rebecca Huss-Keefer        Signature: [Signature]

SUAC Co-Chair: Mark Denney        Signature: [Signature]

Chris Ward, Chair
FSSC
Proposal: Disability Services Space Proposal

Date presented to SUAC: 12/11/2018

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:

      Important to have adequate space which is secure & private

   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:

      Student Success

If desired, provide additional comments on reverse
As student body increases so will the number of students needing testing space. Affects many students should not discriminate against students with disabilities. A need more than a want.
Space Utilization and Allocation Committee

Proposal: Disability Services Space Proposal

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
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: Very big need for space
         waiting room, testing, can’t do intakes
           ________________
           ________________
           ________________

   c. Challenges from current space use:
      i. What additional comments would you like to add: Small space - Huge
         increase of # of students - test proctoring
         Divided staff - 2 buildings -
           ________________
           ________________
           ________________

   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: Huge # of minutes
         # of tests
           ________________
           ________________
           ________________

   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
Have had to use alternative areas for tests

Problems - issues - protoring -

Issues - software needs - rooms can't handle it.

Access to tests.

Maybe consider alternative space -

Maybe area - Intercultural Area.
Space Utilization and Allocation Committee

Proposal: Disability Services Space Proposal  Date presented to SUAC: 12/11/2018

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 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
It is very important that Disability Services all be in the same place, and it is equally important that they have the proper space to meet the needs of the projected growth. We have to ensure that test integrity isn't compromised, student testing needs; accommodations met, and that staff have the proper equipment is available, i.e. special programs that are needed to conduct testing. Some of the vacated labs in the Brady building should be looked at as a possibility to relocate all of Disability Services.
Space Utilization and Allocation Committee

Proposal: Disability Services Space Proposal

Date presented to SUAC: 12/11/2018

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:
         ____________________________________________________________________________
         "I understand the request. I do not understand how much space is being traded."
   b. Current space use:
      Are we gaining space? or are we just putting existing space under one roof.
      - Yes [ ]
      - No [ ]
      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 Committee

Proposal: Disability Services Space Proposal  Date presented to SUAC:  12/11/2018

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: __________________________

   12.7
   7.44 seems to 78.9 sq ft - 1,000 sq ft in FY19

   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: ability to accommodate
         volume and required testing, staff report time how peaks
         but its constant -

   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: continue to use space as available - challenges
            coordinating monitoring, monitoring

   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: __________________________

   Student Success, Access.

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

possible to allocate some dedicated surge space at mid-ten & finals

late requests or incomplete requests from facility make the coordinator significantly challenging
Space Utilization and Allocation Committee

Proposal: Disability Services Space Proposal
Date presented to SUAC: 12/11/2018

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 [X]
      ii. In general, were the elements of the request well presented: Yes [X] 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 [X] No [ ]
      ii. Were the arguments connected to program outcomes: Yes [X] 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 [X]
      ii. Is data for the metrics obtainable? Yes [X] 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 [X]

   g. What additional comments would you like to add: ____________________________
       ____________________________________________
       ____________________________________________
       ____________________________________________

If desired, provide additional comments on reverse
Valid comment / request not sure if this room request would be the best option. I suggest we look for additional rooms.
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: __________________________
          __________________________
          __________________________
          CONCERNED IF THEY ARE LOCATED ON THE 2ND FLOOR IF ELEVATORS ARE OUT

   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 Committee

Proposal: Disability Services Space Proposal  Date presented to SUAC: 12/11/2018

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
Would more staffing help? It might be easier to get more staff.
Space Utilization and Allocation Committee

Proposal: Disability Services Space Proposal
Date presented to SUAC: 12/11/2018

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:
           I do not recommend 2nd or a higher floor 1st Floor only

   b. Current space use:
      i. What additional comments would you like to add:
           1st Floor

   c. Challenges from current space use:
      i. What additional comments would you like to add:
           1st Floor

   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 [ ] Not Sure
      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 Committee

Proposal: Disability Services Space Proposal

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: ____________________________
         *First-floor placement would be preferable*

   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: ____________________________
         *Current alternative is not ideal - not well suited*

   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
I appreciate that the presenter (Cavin) noted that the space in question might not be the only space that can work—but emphasized that space must be found.
PhyD HF

Pros
- Provide dedicated student research space would facilitate accreditation and student outcomes
- Increased profile of both program and student outcomes could result in greater grant awards
- Increased grant potential of program
- Student success and placement in region post-graduation
- Strong support to UHCL Strategic plan

Cons
- Program is at capacity due to limitations other than dedicated on campus space, this proposal would not increase enrollment and therefore has minimal direct
- Proposal is unclear in stating no research space, does it mean none available, or none dedicated? None dedicated means continued and growing challenges, n

Facts
- Program has more than doubled (8 to 18) students since inception
- Program currently has 100% graduation of past cohorts, it is anticipated to continue despite outcome of this request
- Piecing together multiple smaller spaces may address the needs of this program, at least temporarily, but at a cost of reduced efficiency of resources and facult

Disability Svcs

Pros
- Disability Services continues to struggle to serve the growing number of students needing accommodations, especially testing. Not having a coherent space mak
- Access to campus services for all students has very strong alignment to UHCL’s strategic mission
- Failure to make legally mandated accommodaions could expose the university to significant fines or mandated remedy costs
- This proposal has the potential to expand student success as accommodation exams and other services continue to increase - generating positive ROI from the p

Cons
- Continued use of multiple spaces makes achieving their mission difficult, not impossible, adding staff may alleviate in lieu of space
- Concern over location of Disability Svcs being on 2nd floor of SSCB, could pose challenges for disabled students for access.

Facts
- in two years, exam requests have more than doubled and is expected to continue at a similar pace through downward expansion.
- Without significant staffing increases, continuing to administer accommodation exams will become an increasing challenge
ROI is not necessarily impossible.

This can lead to higher costs, longer time, and lower student outcomes.

These costs are exponentially more difficult.

Proposal