

## **Policy for the Maintenance and Development of Classroom Technology in Instructional Facilities on the Stockton Campus**

*This policy was adopted by the Council of Deans, effective September 1, 2003, and revised January 2005.*

**Policy:** On the Stockton campus, each building in which instructional space exists is assigned, as reasonable, to an academic unit for purposes of ongoing maintenance and enhancement of classroom technology and other components closely connected with teaching and learning. Assignment to an academic unit is primarily based on majority usage of instructional and other types of spaces. The assigned unit is considered the steward of the building. In some cases, the steward may be a division or non-academic unit, or an academic support unit. This policy establishes the steward's responsibility for classroom technology maintenance and improvement according to university-wide standards that provide minimum baselines for functionality, appearance, technical features, and currency. A distinction is made between unit and centralized initiatives and responsibilities, as outlined below.

**Background:** As part of its planning priorities established in the 1997 MVP, the University committed to upgrading and enhancing its facilities, with special emphasis on access to information technology in instructional facilities. As a result, a large number of instructional spaces have been renovated, new academic buildings are planned or in construction, and many new technology features have been added to classrooms. Much of the funding to support such upgrades and additions over the last several years has come from external funds (gifts, grants, bonds, etc.) or one-time, centrally managed funds. However, a centralized fund has not been developed to fund the maintenance of upgraded facilities or to keep the technology systems in working order and current, although some units/departments have regularly invested in their facilities and some endowments have been developed to maintain new buildings. A list of deferred maintenance requirements in academic buildings has been compiled by Support Services, the annual budget of which is not adequate to address this need.

### **Implementation Steps:**

1. University and school/college standards for (1) the aesthetic and functionality of classrooms and (2) for technology in classrooms must be clarified and communicated in an ongoing manner. The Academic Facilities Improvement Committee will advise on such standards across the campus while recognizing that appropriate local unit preferences and variances should be accommodated. Each academic unit should identify priorities for investments needed to meet standards emphasizing safety and access, enhancements that maximize scheduling efficiency, pedagogical concerns, impacts on student learning and satisfaction, and competitiveness.
2. An estimate of the cost to bring specific facilities up to the standard for classroom technology and functionality and/or to maintain facilities at the standard should be developed by each unit and incorporated into budgeting plans and requests.
3. Funding sources for each academic unit or steward should be identified or developed, with emphasis on building endowments for ongoing maintenance.

**Rights and Responsibilities:** The proposal assumes a set of rights and responsibilities for various parties:

1. Responsibilities of all: To incorporate needs of students into planning and decision-making
2. Academic unit steward's rights and responsibilities
  - As feasible, gets preferential scheduling within that building from the Registrar in scheduling of each term's courses
  - May be entitled to profit shares of revenues through Conference Services associated with rental of a particular facility
  - Keeping within the standards of the university, the unit generally is part of the decision-making process for what happens to that building (renovations, new furnishings, etc.)
  - Maintains and upgrades computers, projectors, projection systems, screens, whiteboards or other peripheral equipment, and other similar components of smart classrooms, computer laboratories, including the furnishings and carts associated with using equipment.
  - Maintains technology systems in working order, up to a standard, functional, and secure.
  - Provides basic technical support to faculty who teach in the unit's classrooms, while specialized technical support is provided by the technical support specialist of an individual faculty member's academic unit
  - As appropriate, contributes to the maintenance of furnishings tied to specific pedagogy, which otherwise are a long-term asset and the responsibility of the University.
  - Works with custodial staff to ensure that classroom facilities meet general standards for appearance and functionality
  - Maintains unit-specific software licenses up to date and legal
  - Working with Advancement staff, supports the development of endowments for building maintenance as a part of fundraising for new or renovated facilities.
3. Responsibilities of OIT
  - In consultation with the Information Technology Planning Committee, establishes, maintains, and publishes standards for systems and software, including audio-visual systems
  - Maintains licensing for some university-wide software products
  - Provides limited specialized expertise for the support for the development of classroom technologies and assists with repair of smart classroom podium and AV technology only (not to include replacement for theft, damage, upgrades, or attachment of security devices)
  - Schedules and implements network upgrades as planned and funded by the University

#### 4. Responsibilities of the Registrar

- Maximizes efficient use of classrooms while supporting the educational goals and practices of academic units
- Refers all non-academic use to Conference Services
- Gives preference, as feasible, to academic units that are stewards of buildings

#### 5. Responsibilities of Conference Services

- Places outside clients in facilities that most efficiently meet their needs, while respecting the priority of academic uses
- Develops contractual agreements with external facility users that provide revenues for stewards, including the requirement of security deposits for certain facility uses
- Provides revenues for the university

#### 6. Responsibilities of Provost Office/Academic Division

- Works with the Academic Facilities Improvement Committee and other stakeholders (faculty) to prioritize and respond to needs for academic facility enhancement, unmet technology or scheduling needs: communicates priorities related to deferred maintenance to Support Services
- Sets baseline standards and guidelines for academic facilities, including practices to prevent damage and/or theft
- Seeks funding to enhance academic facilities, especially as a response to program review or to implement other strategic priorities, and to support the maintenance and development of specific multi-purpose facilities.
- Authorizes any change in the use or assignment of instructional spaces for other purposes or uses

#### 7. Responsibilities of University, through the Finance Division, Support Services, or Campus Security

- Provides for general maintenance and long-term upgrade of all buildings, including long-term replacement or upgrade of furnishings, systems (heating, air conditioning, electrical, etc), paint, and carpet, etc. (*Academic units choosing to accelerate the replacement or refreshing of classroom environments may invest their own funds for this purpose, but are not obligated to do so.*)
- Works with the Academic Division to define priorities for deferred maintenance in academic facilities.
- Provides appropriate levels of security to safeguard investments in academic buildings