

THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: January 14, 2013
To: Classroom Stewards Committee
From: Carolyn Newton 
Subject: Process for 2012-2013

The charge of the Classroom Stewards Committee is to assess needs and prioritize projects for the refurbishment of teaching spaces on campus. The goals of this process are to improve the quality and equipping of classrooms and teaching spaces and to do so in an orderly and intelligent manner.

This process will dovetail with a larger capital reinvestment process that is designed to make the process of making choices about annual capital expenditures strategic, systematic, transparent, and inclusive.

The Classroom Stewards group normally comprises one member (who may be a department chair or other faculty member) from each building on campus/each floor of Kauke. Staff support is provided by the Associate Vice President for Facilities, Projects, and Auxiliaries and the Director of Digital Infrastructure or their representatives.

- The Committee solicits requests for projects from the faculty and staff affiliated with the various teaching spaces on campus. Stewards from each building then present the potential refurbishment projects from their buildings. The Committee then evaluates each project and weighs competing needs across campus.
- The Committee then submits to the Provost a prioritized list of proposed projects to be undertaken over the following summer.
- The Provost takes proposals to the Financial Advisory Committee for its review in the larger context of strategic funding, and the Committee passes its recommendations along to the President.
- The President decides on which projects will be funded, based on the Committee's recommendations.
- The Provost provides the feedback to both FAC and the Classroom Stewards on the projects which will be funded.

The 2012-2013 Committee members are: Megan Wereley (Chair), Laura Burch, Paul Edmiston, Steve Flynn, Don Goldberg, Jeff Lantis, Jeff Lindberg, Marina Mangubi, Drew Pasteur, Elizabeth Schiltz, and Stephanie Strand.

Note: This process relates to teaching spaces only. General building maintenance issues are handled separately through collaboration between the Physical Plant office and FAC.