

THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: September 12, 2018
To: Classroom Stewards Committee Members
From: Carolyn Newton
Subject: Classroom Stewards Process *Carolyn*

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.

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

The process begins each year in the fall, initiated by the members of the Classroom Stewards Committee. The Committee 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 Management and Development, and the Director of Technology Services, or their representatives. The process follows:

- 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.
- Each project request must include estimates of costs (from Vince DiScipio for technology, from Tracy Holtz for equipment and furniture, from Stan Starr for facilities).
- The Committee then submits to the Provost a prioritized list of proposed projects to be undertaken over the following summer.
- The Provost provides the feedback to both the Strategic Planning and Priorities Advisory Committee (SPPAC) and the Classroom Stewards Committee on the projects which will be funded.

The 2018-2019 Classroom Stewards Committee members are: Alex Crawford, Vince DiScipio, Jennifer Faust, Joe Histen, Chuck Kammer, Shannon King, Doug Laditka, Nathan Sommer, Kim Tritt, Lisa Wong, and Walt Zurko. The Chair for Williams Hall is yet to be appointed. Jennifer will convene the first meeting, at which a Chair will be selected.

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

ds
cc: Ellen Falduto, Tracy Holtz, Stan Starr