

# **Classroom Upgrade Committee**

## **Mission:**

Increase student-learning success through maintaining and improving classrooms on campus.

## **Objectives:**

- Renovate annually a portion of the population of campus-hosted classrooms on the UTK and UTIA campuses.
- Collaborate with the Office of Information Technology and the Technology Advisory Board, as appropriate, to coordinate classroom renovations with renovations or upgrades in instructional technology for the classrooms.
- Engage appropriate campus constituencies and off-campus expertise and practices to update and develop new standards for classrooms to support existing or new student-learning outcomes.

## **Funding for Classroom Upgrades - Facilities Fee:**

A prorated portion of the Facilities Fee is allocated each fiscal year to fund renovations to campus-hosted classrooms. These funds pay for renovations to classrooms (including furniture) and are expended in parallel with Tech Fee funds, administered by the Office of Information Technology, that are used to renovate the digital instructional equipment in classrooms. The Classroom Upgrade Committee (CUC) solicits input from Colleges, the Office of the Provost, Facilities Services, the Office of Information Technology, the University Registrar, Teaching and Learning Innovation, and students concerning the annual cycle of classroom renovation and desired changes in standards for campus-hosted classrooms. Based on this input, the renovation histories of classrooms, the need to bring one or more classrooms to campus standard, the pending uses of the room, and other factors as appropriate, the CUC will create a list of classrooms to be renovated each year. The CUC is required to provide at least annual reports to the Facilities Fee Oversight Committee concerning the status of the annual cycle of classroom renovations, and discussion outcomes or plans for recommended changes to the standards for campus-hosted classrooms.

## **Appropriate Uses of Classroom Upgrade Funds:**

- Maintenance and renovation of classrooms such as, but not limited to, carpet, painting, lighting, blinds, ceilings, and other room improvements.
- Furniture such as, but not limited to, desks, tables, chairs, whiteboards, and tablets as determined by the CUC.
- Conversion of an existing standard classroom to an active learning classroom setting.
- Other one-time costs for developing new classroom standards as approved by the Facilities Fee Committee prior to procurement.

## **Inappropriate Uses:**

- Departmental staff salaries.
- Classrooms or labs which are under the control of a college or department and are not available for use outside the college or department, unless an exception is granted by the Facilities Fee Oversight Committee.
- Conference/meeting rooms which are primarily utilized for administrative purposes.

## **Minutes and Reports:**

- Minutes of all meetings shall be kept, and published within a reasonable amount of time after the meeting.
- A report detailing the status of upgrade projects currently underway and/or pending classroom upgrade projects shall be presented at each scheduled Facilities Fee Oversight meeting.
- At the conclusion of each University fiscal year, an annual report shall be presented to the Facilities Fee Oversight committee listing each classroom renovated, description of work performed by room, and final cost by room.

## **Committee Membership:**

The Chair shall be appointed by the Chair of the Facilities Fee Oversight Committee. The Chair shall serve a three year term. They may serve an additional three year term if both parties mutually agree to the term extension. The following members are standing committee members:

- Associate Vice Chancellor for Facilities Services
- Employee from Facilities Services – Construction & Design
- Vice Provost for Academic Affairs
- Two Associate Deans from academic units appointed by the Provost
- Representative from the Registrar's Office appointed by the Provost
- Associate Vice Chancellor for Information Technology, or designee
- Associate Provost for Teaching & Learning Innovation, or designee

The following members are appointed on an annual basis:

- A faculty member at large, appointed by the Faculty Senate
- A faculty member at large, appointed by the Vice Provost for Academic Affairs
- An undergraduate student appointed by Student Government Association
- A GTA appointed by Graduate Student Senate

## **Meetings and Deadlines:**

- The committee shall meet periodically throughout the fall semester, as determined by the Chair, to ensure the classrooms are identified in order to be on the schedule for upgrades the following summer.
- Also the Chair, in conjunction with the committee, must prepare the final year-end report to submit at the first fall meeting of the Facilities Fee Oversight Committee.

- Spring meetings are necessary to revise any construction schedule for the upcoming summer and to establish long range goals for classroom upgrade priorities. The timeline for these meetings are again at the discretion of the Chair.

## **Parliamentary Authority:**

- All proposals brought to the committee which require a vote and majority approval for passage shall follow Robert's Rules of Order.
- All 13 members of the committee have voting rights.
- Eight members of the committee must be present at a meeting to constitute a quorum for matters that require a vote.
- The chair may elect, at their discretion, to secure approval for a pending issue through an e-mail vote.

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