REGISTRAR-MANAGED CLASSROOMS

How and why we do what we do

....

What classrooms do we manage?

- 127 "regular" classrooms (lecture-, seminar-, theatre-style)

- 1 computer lab (CPH 1346)

- 2 Flexible classrooms. PAS 1229 is under construction & will hopefully be ready Winter 2023 to increase our inventory to 3

- 1 Active Learning classroom (PHY 235) is under construction and will hopefully be ready for the Spring 2023 term

The Registrar's Office is responsible for academic bookings (classes, exams, midterms, tutorials etc.) while the Central Stores Bookings office has access to RO classrooms to book non-academic requests such as student events.

WHO CAN REQUEST RO CLASSROOMS?

EVERYONE!

91 Academic Departments work closely with the Registrar's Office to ensure that every student who needs a seat in a classroom is accommodated, regardless of their faculty or program

The decisions we make to improve Registrar-classrooms are based on what will benefit <u>all</u> users

How are these decisions made?

The answer is two-fold...

FIRST, RO/ITMS COLLABORATION

Each fall, the RO and ITMS meet to discuss potential renovations for RO classrooms for the following spring term. Both have a list of RO classrooms that need to be considered. Each have a reason(s) why a classroom is on their list and perhaps, why it should be given higher priority.

➢ Instructor, staff or student feedback

Staff/faculty feedback form:

https://uwaterloo.ca/registrar-resources-staff-and-faculty/scheduling/registrar-managed-classroom-feedback-form

Student feedback form:

https://uwaterloo.ca/registrar/current-students/registrar-managed-classroom-feedback-form

➢ Observations

➢ Classroom demand (rooms on the list that can be taken offline for the upcoming spring term)

➢ Accessibility requirements

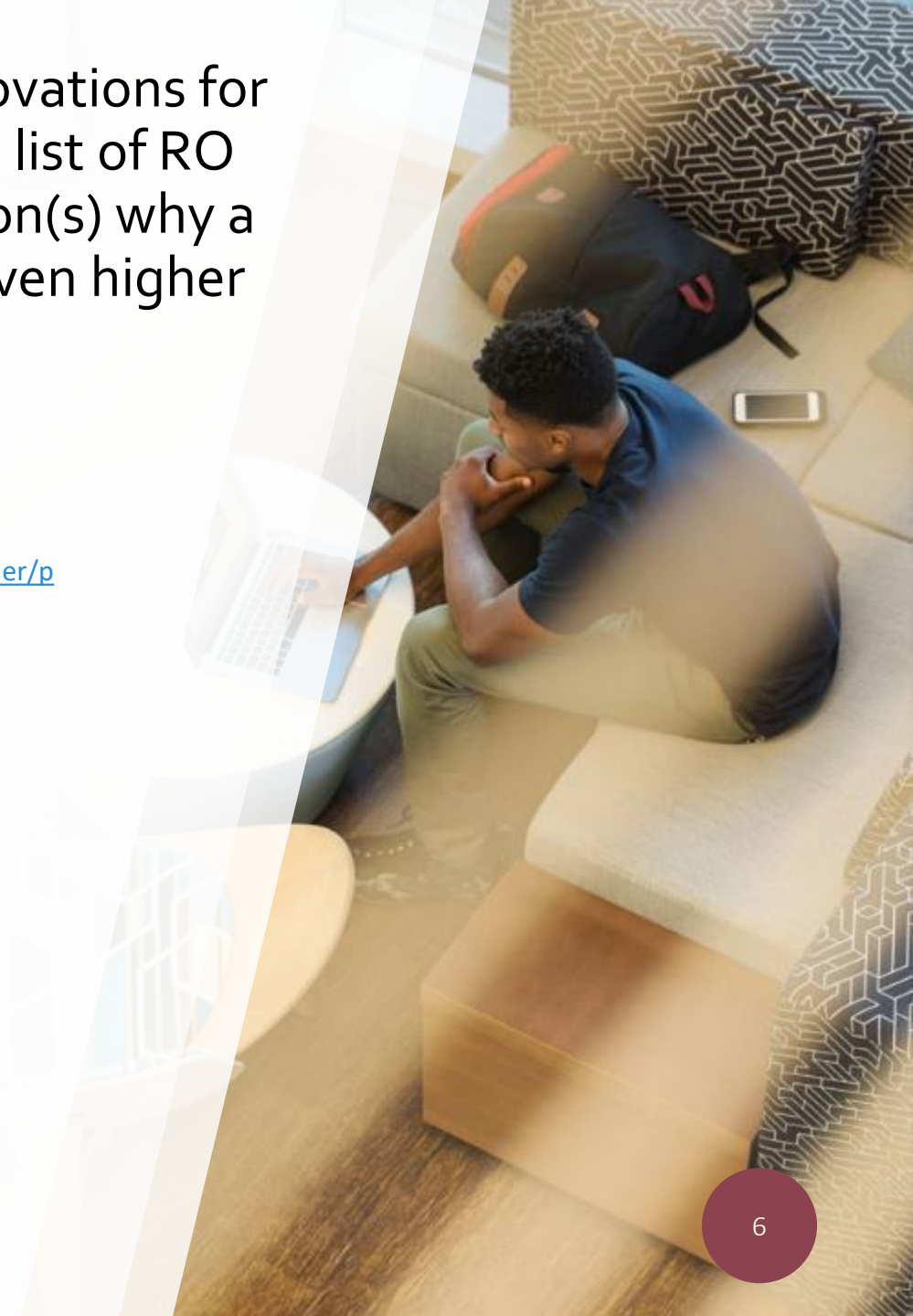➢ Opportunities (i.e., building shutdown)

➢ Funding availability

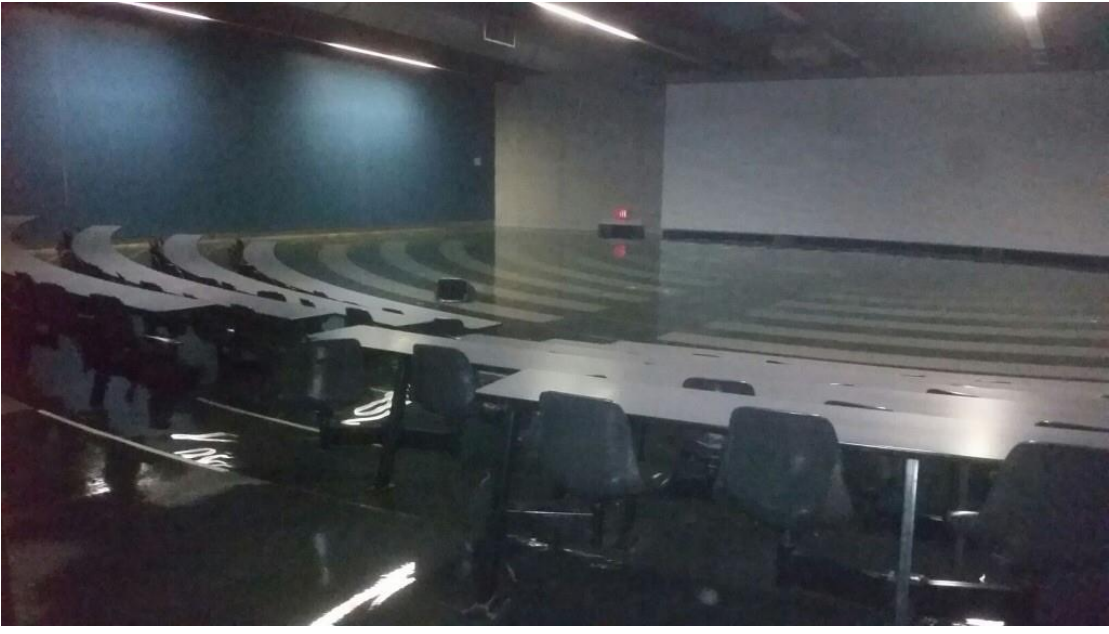➢ Instructor, staff or student feedback

ITMS Feedback Form:
https://uwaterloo.atlassian.net/servicedesk/customer/portal/38

➢ Warranty expiration dates

➢ Equipment rollover/renewal plans

➢ Technician observations

➢ Funding availability

Lists are compared and we decide what rooms(s) are the highest priority and can be taken offline for the spring term.

Sometimes, the high priority projects are blatantly obvious (like the flood in DC 1350!)

January 1, 2018

Others are not so obvious…

DWE 2527

OPT 347

The process is not without its many challenges, both before and throughout the classroom construction…

- Shortage of Designers/Project Managers in Plant Operations

- Contractor unavailability

- Lack of installers in ITMS

- Construction delays

- Supply chain issues

- Classroom unavailability

- Noise constraints

- Added project elements (ie: asbestos removal)

- Safety issues

- Funding constraints

- Unexpected expenses

- Extra funding needed for Plan B when a classroom won't be ready for the start of term

Talk of challenges wouldn't be complete without mentioning the expectations of all those who request specific renovations in a classroom they use on a regular basis. Managing their expectations and justifying our decisions when they don't see the changes they'd like to see is difficult for everyone involved.

THE OTHER HALF OF THE EQUATION...

Teaching and Learning Spaces Committee

The TLSC was formed in April 2015 to provide leadership in the development and evolution of high-quality teaching and learning spaces

The committee works closely with the RO, ITMS, IST, Plant Operations, CTE, AVP Academic and the Space Planning office to look for opportunities to improve our Registrar-managed classrooms and to explore new and innovative classroom configurations/infrastructure which would support blended learning and other types of "non-conventional" classrooms based on innovative pedagogical approaches

https://uwaterloo.ca/teaching-learning-spaces/

Teaching and Learning Spaces Committee cont....

The TLSC proposes major projects for RO classrooms that are budget-dependent.

Projects include renovations, conversions, and major construction.

Through the positive influence of this committee, we are currently converting two RO classrooms, one into a new **Flexible Classroom** and the other into UW's first **Active Learning Classroom**.

Plans for major renovations to **MC 2065 and MC 2066** are underway.

To date, recommended projects have been based on the results of a pre-pandemic survey that solicited classroom feedback from instructors and students.

UNIVERSITY OF WATERLOO CLASSROOM STANDARDS

In 2011, 13 members of the UW community combined their extensive knowledge of classroom technology, design, safety, comfort and various other key elements to create a set of Classroom Standards that we are still using today to ensure a level of quality, safety and comfort in our classrooms.

A sub-committee of the TLS Operations group has recently updated the 2011 version of these standards to ensure that the most recent changes to building code, safety standards etc., are incorporated.

The Classroom Standards are used, and will continue to be used, as a basis for all renovations planned in Registrar-managed classrooms, including systems and technology standards that provide a level of *consistency* throughout all of our classrooms.

https://uwaterloo.ca/registrar-resources-staff-and-faculty/scheduling/classroom-standards

Questions?