Space Allocation Committee Charge & Roster

**Charge:**
Effective class and classroom scheduling is critical to the academic mission of the University. It enables students to take the classes they need in a timely manner and contributes to on-going cost containment efforts through efficient space utilization and good stewardship of our valuable institutional resources. The charge of the committee is to: 1) review recent trends in classroom space utilization and 2) establish a series of guidelines to achieve target goals. The outcome of this work will be to ensure that both classes and classrooms are scheduled efficiently to support the needs of students, faculty, and the institution as a whole in accordance with the established Classroom Scheduling PRR. Deans, directors, department chairs and the University Registrar are responsible for ensuring that all classrooms are scheduled efficiently. Furthermore, this committee is responsible for reviewing space requests submitted through the Space Planning queue in order to ensure strategic use of space as it relates to ECU’s mission.

As part of classroom and class lab scheduling, there will also be a Classroom and Class Laboratory Governance Sub-Committee. This sub-group will assess technology related recommendations and requests from campus and be the governing body over those requests.

**Roster:**

Angela Anderson, Assistant Vice Chancellor, Registrar’s Office, Chair

Beth Bengala, Director, Central Reservation Office, Student Affairs

Wendy Creasey, Director for Digital Learning & Ed Tech, Academic Affairs

Cheryl Godwin, Director Network Services, ITCS

Stephen Gray, Director, Disability Support Services, Student Affairs

Danyell Harmon, Social Clinical Research Specialist, IPAR

Kim Higdon, University Program Associate, IPAR

Ricky Hill, Director, Facility Services

Scott Lecce, Senior Faculty Member, Geography

Eduardo Leorri-Soriano, Associate Dean, THCAS

Aaron Lucier, University Program Manager, University Housing, Student Life

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Thomas McConnell, Associate Dean, Research and Graduate Studies

Dawn Pilgrim-Dunn, Associate Director of Space Planning, IPAR, Co-chair

Laura Prividera, Interim Director, School of Communication; Interim Assoc. Dean of Graduate Studies, College of Fine Arts and Communication

Len Rhodes, Executive Director, College of Business

Shawna Thompson, Technical Support Analyst, Student Affairs

**Ad hoc members:**

Kevin Carraway, Director, Materials Management & Real Estate

**Classroom and Lab Governance Sub-Committee:**

Angela Anderson, Assistant Vice Chancellor, Registrar’s Office, Chair

David Creech, Tech Support Specialist, ITCS

Dawn Pilgrim-Dunn, Associate Director, Space Planning, Co-chair

Eduardo Leorri Soriano, Associate Dean, THCAS

Hector Molina, Dep Chief Info Officer, ITCS

Jason Jones, Instructional Tech Consultant, ITCS – CET

Rich Ramirez, Director of Technology and DE, ITCS - HHP

Shawna Thompson, Technical Support Analyst, Student Affairs

Tony Cooke, Info Technology Manager, ITCS

Wendy Creasey, Director for Digital Learning & Ed Tech, Academic Affairs

April 21, 2021