

# Learning Environment Committee

## PURPOSE:

- To advise the Provost and the Director of Facilities on creation of effective teaching and learning environments at the University.
- To develop and maintain a set of learning space guidelines that can be used by the professional staff when creating or upgrading classrooms or informal study spaces. These should include:
  - Overall classroom layout and design
  - Guidance on appropriate furniture
  - Classroom technology including networking and audio visual systems
  - Support for and integration of student technology into the teaching and learning process

## MEMBERSHIP:

- Officers
  - Co-chaired by the Assistant Provost for Affairs, and a faculty member elected by the committee at the last meeting of the academic year who will take office at the first meeting of the subsequent year. The Chairpersons shall be the presiding officers and shall be the presiding officer(s) and shall:
    - administer all business of the committee
    - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester (accompanied by the chair elect if possible) to provide a progress report, at the end of the Spring semester to review the annual report, and as needed to discuss committee issues and transmit information on charges as they are achieved
    - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
  - A faculty member elected by the committee at its first meeting will serve as the secretary and shall record and transmit minutes of all committee meetings and assist the chairpersons with correspondence of the committee as requested.
- Ex-officio
  1. Assistant Provost for Academic Programs & Student Success
  2. Facilities Planning Technician
  3. Audio Visual Specialist
- Faculty representatives
  4. Faculty Senate 1
  5. Faculty member from each college not represented by the above senate member
- Other
  6. Representative from the library
  7. One SGA representative (not counted towards quorum)

HOW APPOINTED:	Deans make recommendations for their colleges; senate presidents make recommendations for their individual senates; Vice Presidents make recommendations from their respective areas.
ROTATION:	Representatives from each of the colleges and the library will serve a three-year term and be limited to a maximum of 6 consecutive years or two 3-year terms. Student representatives will be appointed annually.
WHEN APPOINTED:	Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.
MEETING FREQUENCY:	The committee shall meet as necessary to conduct the business of the committee, meeting <u>at least</u> monthly during each academic semester.
PARLIAMENTARY PROCEDURE	Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.