



Space Allocation Committee

Meeting Minutes

January 14, 2013, 1:30 – 3:00

Room: AH527

In Attendance:

Thomas Chase – Provost and Vice President (Academic)
Dennis Fitzpatrick – Vice President (Research)
Nelson Wagner – Associate Vice President – Facilities Management
Neil Paskewitz – Director – Planning, Design & Construction

Meeting Agenda:

- A. Facilities Update - 10 minutes
- B. Review updates/requests received from University Leadership Team – 80 minutes

Notes:

- New/updated items are highlighted in **bold**.
- To view an Annex referenced in earlier updates, refer to the Space Allocation Committee Meeting Minutes provided for that date.

A. Facilities Update

- 1. Student Housing Expansion
 - a. October 3, 2011 Update: The University is awaiting confirmation of the requested government contribution.
 - b. June 25, 2012 Update: Funding in the amount of \$2.5M for the design of the Student Residence has been approved. Request for Proposals for Architect, Engineers and Construction Manager have been issued. The Architect has been selected, and the successful firm is Pattison MGM. Selection of Engineers and Construction Manager will

be complete by July 20. Concept design to be complete for submission for board approval at the December 2012 meeting.

- c. September 27, 2012 Update: Concept Design in progress.
 - d. **January 14, 2013 Update: Concept design has been completed, and was approved by the Board at the December 5 2012 meeting. Request for full funding has been submitted to the Province, and detailed design is in progress.**
2. College Avenue Campus Advisory Committee
- a. October 3, 2011 Update: Advisory Committee continues to explore possibilities for partnership opportunities.
 - b. June 25, 2012 Update: The final meeting of the College Avenue Campus Advisory Committee will take place June 29. Final report with recommendations will be provided to the President after this meeting.
 - c. **January 14, 2013 – verbal update.**
3. 3D Cave Installation:
- September 27, 2012 Update: The university has been offered 3D Visualization software and hardware from the Saskatchewan Research Council in Saskatoon. The AVP/ Research is working to complete the acquisition of this system. FM has been asked to explore options for a suitable location on campus. Recommendation to follow.
- September 27, 2012 Space Allocation Committee Decision: Implementation of the 3D Cave installation is seen as a strong benefit to research efforts and is an opportunity for demonstration and promotion of these efforts to the general public. As such, public space can be considered to housing of this space.
- January 14, 2013 Update: The equipment has been dismantled, boxed and shipped to the U of R, and will be stored at the TDF (Old Fire Hall on Grant Road). The recommended site for the Cave is a portion of Education 185 which would require renovations to accommodate the equipment. FM is reviewing design and budget implications.**

B. Updates from ULT

Academic:

1. Arts

- 1.1 Thomas Hadjistavropoulos – October 29, 2009 - Requesting space for motion lab – current space in Classroom does not fit testing equipment.
June 21, 2010 – no solution in place at this time.
October 3, 2011 – Update: Dr. Hadjistavropoulos has a CFI application in place, with a request for 2000 Sq Ft of space.
October 3, 2011 Space Allocation Committee decision: SAC will support the CFI submission with a commitment for space based on the detailed programming requirements.

November 21, 2011 Update: Dr. Hadjistavropoulos has expressed interest in CK210 space based on its condition and existing layout being close to the requirements, and therefore minimizing the renovation cost.

November 21, 2011 Space Allocation Committee Decision: The committee requested that further options for alternate space, or space sharing scenarios be explored. For the present state of the CFI submission, CK210 can be considered committed to Dr. Hadjistavropoulos for this purpose, starting January 1, 2013.

January 12, 2012 Update: Dr. Hadjistavropoulos/Faculty of Arts would like to commit funds to design of CK210, but there is not yet commitment to the location. At this point, SAC has committed 'space' and CK210 is an option. The VP Research has also committed that Dr. Hadjistavropoulos can carry in his CFI application the funds equivalent to the fit up costs for CK210. Faculty of Arts is willing to fund the design in advance, with the risk that if the CFI does not go through, they will lose the design investment.

January 12, 2012 Space Allocation Committee Decision: The Space Allocation Committee maintains the commitment of CK210 to Dr. Hadjistavropoulos based on approval of the CFI funding request. Understanding that Dr. Hadjistavropoulos wishes to proceed with preliminary design of this space to advance the preparation for the project and supplement the CFI application, the Committee commits that design fees of up to \$10,000 can be invested without risk due to alternate space allocation at a later date.

March 9, 2012 Update: FM Planning Group has provided further detail on the requirement and budget. FM has absorbed the planning costs to date. No design costs are anticipated until approval of the CFI grant.

January 14, 2013 Update: The CFI grant application was unsuccessful. This space request has therefore been withdrawn and the space is available for allocation. This item closed.

1.2 Heather Hadjistavropoulos – Space Request January 14 – 2010.

June 21, 2010 – Space for this request has not been identified. Heather has commenced fundraising for development of Psychology Teaching Lab.

June 21, 2010 – Space Allocation Committee has stated that fundraising activities must be placed on hold until space has been allocated for this purpose. This is similar to the process for CFI grants, where space must be committed by the University prior to proceeding with an application.

September 10, 2010 Update: Options have been identified, but there is no recommendation at this time. Proposal to be developed and with approval of the Arts Space Committee and Dean, a recommendation will be tabled at the December SAC meeting.

November 10, 2010 Update: Planning in progress.

March 9, 2012 Update: Space requirement for instructional lab space is on the order of 2,500 SF in addition to the existing Clinical Psychology space (2,500 SF) on CW Level 1, which will remain as research space.

The Space Allocation Committee requested a presentation from Heather Hadjistavropoulos to develop further understanding of the clinic and key factors that influence the location

within the campus. FM will coordinate a meeting at the earliest convenience of Dr. Hadjistavropoulos and the committee.

April 16, 2012 Update: Dr. Hadjistavropoulos provided an overview of the proposed Clinical Training Facility. Key issues that support the need for an expanded facility; Clinical training is required to support an accredited program, and the current program is limited by the available space. Present clinic is operated in a research lab, creating a challenge in client service with no reception and waiting area, and limitations to program growth without sufficient and dedicated space, expanded group rooms, and family meeting room.

June 25, 2012 Update: SAC requested that FM provide an inventory of all labs on campus that have facilities similar to what is detailed in this space request, and implications of CFI funding on joint use of space.

September 27, 2012 Update: FM met with Dr Richard MacLennan, head of Psychology, to review Instructional and Research Lab requirements for the department. It was pointed out that the Dr Heather Hadjistavropoulos' instructional lab request is to serve the clinical teaching needs for the department. This new space would be a shared teaching facility for 6-7 clinical faculty.

CFI funding issues were reviewed with the Office of Research Services. General funding principals are as follows:

- CFI funding can only be used to build facilities for research related to the application. The amount of space and associated costs have to be clearly identified in the submission.
- Facilities can be shared with other researchers so long as the original applicant's research activity is not adversely affected.
- Using research funded space for teaching is not allowed as CFI is not in the business of funding academic teaching needs.

As per the SAC request, attached list (appendix A) identifies psychology lab space on campus, how it is used (research or teaching) and all other space on campus that is similar in function to the current request for teaching space.

Refer to attached e-mail correspondence (appendix B) from Dr MacLennan to further explain the department needs.

September 27, 2012 Space Allocation Committee Decision: The Committee has approved the allocation of the College West Level 0 (CW020.1 through CW020.15) space for the Clinical Training Facility, on the condition that a report of the projected operating costs for the Facility be submitted to and approved by the Psychology Department Head, Dean of Arts and Provost.

2. Business Administration

2.1 January 14, 2013 – New Space Request. Faculty of Business Administration CFI Application. Requesting space (preferably) in the Education building to build a research lab for Behavioral Business Research. Space requirement for this research lab is approx 2,000 square feet. All current space in the Education Building is allocated. No available space has been identified at this time.

3. Centre for Continuing Education

3.1 January 12, 2012 Update: Reminder that there is critical need for space to adequately serve ESL. They are grossly under-accommodated with currently 3-4 faculty per office, and space scattered over the campus sometimes in sub-standard conditions.

January 12, 2012 Space Allocation Committee Decision: A working committee will be organized through the office of the Provost/VP Academic to examine short term and long term solutions for ESL.

March 9, 2012 Update: There was a tour with FM, Provost, CCE Director, and ESL Acting Head - Therese Gerrond to survey present conditions for ESL. The short term resolution will require significant innovation and possible redistribution of space. The long term solution will only come about as a result of a new building on campus.

4. Centre for Teaching and Learning

5. Education

5.1 January 14, 2013 Request: Dean McNinch and Dr Patrick Lewis have requested space for an Early Learning Centre. This proposal would be in partnership with either the Regina Public or Separate School boards and would require approx 1300-1800 square feet of research lab space for pre kindergarten (3-4 yr olds) and kindergarten (4-5 yr olds). The intent would be to have a fully functional teaching/learning classroom with an instructor from the school division. No available space has been identified at this time. Further work on this file is on hold pending outcome of budget request related to this project.

6. Engineering

6.1 November, 2011 Request: Gordon Huang, Engineering and Applied Science. CFI Application: Integrated Flood Simulation and Risk Assessment Associated with Western Canadian Climate Modeling. Planned location for related equipment was ED130 and RIC440. In review of the space requirements, RI440 does not seem practical for the model which is estimated at 10 m x 2 m. The model would not fit within this lab, and even after reducing the model size, it would require demolition of three existing wet lab modules to accommodate. Recommend that Gordon Huang be allocated RI-436. This room was originally allocated to Engineering as support space for RIC wet lab functions and was not required. It is currently unallocated. Engineering had requested earlier that the space be used for grad students but this was declined by SAC. The room is roughly finished with drywall, lighting, and workbenches, and unfinished floor and ceiling. Configuration of the room is ideal for the model. The use of this lab for Gordon's model aligns with the originally intended use as lab support space. Recommend allocation of this space to Engineering for this purpose.

January 12, 2012 Space Allocation Committee Decision: Approved based on approval of CFI application.

March 9, 2012 Update: On hold pending approval of the CFI request.

June 25, 2012 Space Request: At the March 8, 2011 Space Allocation Meeting, Dr. Liming Dai was allocated room TD109 in the Technical Development Facility on a term basis. At a size

of 350 SF, this space has since been deemed unsuitable even for short term requirements and a new request is being submitted.

The vacant/unallocated lab support space RI540 has been considered for Dr. Dai. At a size of 590 SF, it will meet his needs for the next 5 or 6 years. Bob Schad has facilitated discussions with Dr. Gordon Huang on space requirements for his current CFI request. Presently Dr. Huang has been allocated RI436, contingent upon the success of his CFI application. Recent development work by Dr. Huang has reduced the size of the research model and related lab area requirements. At an area of 900 SF, RI436 would be better suited for Dr. Dai's research, and would fit the long term needs of his research for 15-20 years. Dr. Huang could be accommodated in RI540. The current CFI application will not be affected by this revised location. The outcome of discussions between Bob Schad, Dr. Dai, and Dr. Huang have resulted in the following recommended space allocation

- Allocate RI436 to Dr. Dai on a permanent basis.
- Allocate RI540 to Dr. Huang on a permanent basis, still contingent upon the success of his CFI application.

June 25, 2012 Space Allocation Committee Decision: Space allocation is approved as requested.

January 14, 2013 Update: Dr. Huang has been successful in his CFI application, therefore allocation has been approved. This item closed.

7. Fine Arts

8. Institut Francais

9. Johnson-Shoyama Graduate School of Public Policy

9.1 January 14, 2013 Request: Request for improved accessibility and additional program space for teaching and training sessions as per attached memo (Appendix A). No recommendation at this time.

10. Kinesiology & Health Studies

10.1 June 30, 2011 – New Space Request: Dean of Kinesiology has requested space in CK210 to facilitate expanded Lab facilities for delivery of the growing undergrad program. The CK210 space is presently allocated on a temporary basis to Science (for Grad Student space), for a term ending December 31, 2011. More background on the Kinesiology request will be developed.

November 21, 2011 Update: In a Space Allocation Committee decision in early November, KH&S was allocated temporary occupancy of CK210, for a period starting January 1, 2012 and ending December 31, 2012. Science has found alternate temporary space within Science allocated space, and has vacated CK210.

March 9, 2012 Update: Per Item 1.1, Room CK210 has been allocated to Arts pending approval of the CFI Request of Thomas Hadjistavropoulos.

January 14, 2013 Space Allocation Decision: The Thomas H. CFI grant application was unsuccessful (item 1.1). Therefore the recommendation is to extend the temporary allocation of CK 210 to Kinesiology to meet their instructional lab needs until a more

permanent solution can be found. The committee has set the duration of temporary allocation to April 30, 2014.

January 14, 2013 Space Allocation Decision: As an alternative to the use of CK210, the Dean of Kinesiology has requested exploring the option of decommissioning either Classroom CK 185 or CK 187 and converting one of these rooms into an instructional lab (Appendix B). FM has reviewed feasibility of this request with Kinesiology and the Registrar's office. The Registrar's office has stated that this particular size of classroom is in high demand and there is actually a need for additional rooms of this capacity. The quantity should be increased in supply rather than decreased. This request has been declined.

10.2 Aspen Medical Centre: January 14, 2013 Request. The Medical Centre has requested space to accommodate a potential dental clinic on campus. They have been informed that there is no space currently available on campus. Accommodating this service would require an addition onto the CK facility roof. This item is on hold pending further development of the business plan.

11. Library

12. U of R Faculty of Nursing

12.1 January 14, 2013 Request: Request is for a student society room to accommodate the needs of the growing student body. No available space has been identified at this time.

13. Science

14. Social Work

15. Student Affairs

16. UR International

Administration:

17. Facilities Management

18. Financial Services

18.1 November 21, 2011 Request: Supply Management Services has outgrown their current space and have requested options for expansion or alternate location.

September 27, 2012 Update: FM met with URSU and SMS to review options on URSU space in College West 149 & 149.1 (former Soup outlet). URSU will work with FM on a proposal which will be tabled at the next URSU board meeting. If URSU approves a proposal that alters the current allocations or space owed by the University to URSU, SAC will be advised and/or asked to approve prior to any work being done.

January 14, 2013 Update: URSU is currently exploring leasing the space in College West 149 & 149.1 to accommodate the needs of the adjacent computer store outlet and a new food vendor, Extreme Pita. Contract with URSU and Extreme Pita is currently being finalized, with opening scheduled for September 1, 2013.

19. Human Resources

20. Information Services

21. Resource Planning

22. Enterprise Risk Management

Research:

23. Graduate Studies and Research

24. Institute for Energy, Environment and Sustainable Communities

25. Office for Research, Innovation and Partnership

25.1 March 9, 2012 New Space Request: Request for space to accommodate a Regional Data Centre. Basic requirement is for two interconnected offices for Stats Canada research.

Under review by FM. Postponed until next meeting.

April 16, 2012 Update: Two possible locations were explored:

- Option 1 is RI 308.5. This space was jointly assigned to the faculties of Arts and Science as possible write up/computer space but has not been used by either. This space would meet the requirements for security and access and would require minor renovations to make it functional.
- Option 2 is the former UILO leased space in 2R. This space would also meet the requirements for security and access and would require renovations to make it functional. As 2R is not University owned space there would be ongoing lease costs.

April 16, 2012 Space Allocation Committee Request: FM to investigate integration of this service into the Library/Archives.

June 25, 2012 Update: FM met with David Malloy and Bill Sgrazzutti to review possible options in the Library.

September 27, 2012 Update: Still in review. No recommendation at this time.

26. Canadian Plains Research Centre

26.1 **January 14, 2013 Request: This unit was recently rebranded as University of Regina Press. Currently located in leased space in 2 Research Drive, a request has been submitted by the VP Research for the Press to be located somewhere on the main campus proper to signal a new day for the press.**

27. Centre canadien de recherche sur les francophonies en milieu minoritaire

28. Centre on Aging and Health

29. Humanities Research Institute

30. Indigenous Peoples Health Research Centre

30.1 **January 14, 2013 Request: This unit is currently under allocated and somewhat hidden away in the old portion of the CKHS building. Improved office space and additional research space is requested as they have recently received a large SHRF grant.**

31. Prairie Particle Physics Institute

32. Saskatchewan Population and Health Evaluation Research Unit

33. Canadian Centre for Public Safety and First Responders

33.1 **January 14, 2013 Request: This unit recently completed their planning phase and have advanced to funding and implementation. Office space is required for an interim Director and support staff.**

34. Office of VP Research

- 34.1 **January 14, 2013 Request:** Require office space to accommodate Bob Schad and Sylvia Watterer (temporarily housed in ORIP office space in the RIC building). ORIP has given notice to the VP Research that they will require this office space back to accommodate returning employees.

Other:

35. External Relations

36. Presidents Office

- 36.1 **January 14, 2013 Request:** The President's Advisory Committee on Art (PACA) has requested temporary space to catalog and store a new sizable donation to the collection. A location near the current vault in the basement of the Gallery building would be preferred. FM reviewed this request with PACA and CCE to find a suitable location. GA014 (presently a dance/movement/multi-purpose room used by the Lifelong Learning Centre) adjacent to the existing PACA storage vault is being recommended. CCE has yet to confirm the activities scheduled for this room can be moved to other locations. This request has been approved, pending confirmation from CCE.

37. CUPE 2419

38. URFA

39. URSU

40. University Club

External Partners:

39. Campion College

40. Innovation Place

- 40.1 **January 14, 2013 Request.** Innovation Place has asked FM to look at consolidating U of R leased space to the second floor of 2R. This would involve moving JSGSPP from recently renovated space on the first floor to non contiguous and less functional space on the second floor. The current JSGSPP lease agreement expires in 2015. FM is currently exploring options for the leased space within 2R.

- 40.2 **January 14, 2013 Request:** A tenant of Innovation Place, the Mera Group of Companies, has inquired on leasing space in the TDF facility on an month-by-month basis to conduct research. Facilities Management is recommending that the unused space within the TDF be made available for lease on a temporary basis until internal needs have been prioritized. Lease terms will be based on market rates, and will be on a month-by-month duration unless approved otherwise by the Space Allocation Committee. This request has been approved.

41. National Research Council

- 41.1 **January 14, 2013 –** NRC is vacating the 5th Floor RIC and TDF space as of mid January, 2013. NRC's lease is currently in place until Feb. 28, 2013 for the TDF/Grant Road Space, and March 31, 2014 for the RIC 5th Floor office and lab space. IRAP also occupies a small

amount of the NRC RIC 5th floor space, and has confirmed they will be maintaining office space in Regina, either in their current location or in alternate space. FM is reviewing options noting that Innovation Place has expressed interest in accommodating IRAP in the Research Park as one of their tenants.

- 42. Canadian Police Research Centre
- 43. First Nations University
- 44. U of S College of Nursing

Next Space Allocation Meeting: March 25, 2013, 1:00 p.m.

DATE: November 29, 2012
TO: Space Allocation Committee
FROM: Ken Rasmussen, Associate Director
RE: Teaching (and Training) Space Request

The Johnson-Shoyama Graduate School of Public Policy (JSGS) is located at two off (main) campus spaces at the University of Regina. The academic office is located at 2 Research Drive and Outreach & Training is on the College Avenue campus in the Gallery Building. There are eight faculty and fourteen staff members who require an office or a shared working space on a full-time basis. The academic unit schedules 10-12 graduate courses a semester with approximately 25 students enrolled in each course. JSGS students have paid elevated tuition since 2006 but still do not have a dedicated learning space. Their courses are scheduled in outdated rooms where small desks have attached chairs or lack technology resources. JS Outreach & Training organizes thought-provoking and timely events and in an effort to continually engage the public and stimulate public policy debate and organizes more than 120 events per year for over 5000 participants. If the school acquired one or two rooms with adequate facilities, courses and events could be held at the school's own facilities saving thousands in room charges.

The volume of students, participants, partnerships and programs is continuing to grow, so the unit has an increased demand for facilities that not only meet their current needs but that also support the expanding programs. Because the JS Outreach & Training's facilities have not been retrofitted with ramps and elevators, event participants with disabilities are forced to self-identify in order for the school to secure alternative venues, many of which have additional rental costs. Rather than self-identify and have JSGS move the events to more accessible venues, many participants simply stop attending the events altogether. In addition, staff members with mobility concerns are forced to work from alternative locations. In order to meet the needs of its clients, students, faculty, speakers, and the broader policy community, the unit must hold a high volume of events off-site – about 65-75 events per year. On average, these alternate venues cost the unit \$20,000 per year, and this measure negatively impacts the workloads of staff members who plan, schedule, organize, and host these events, courses and programs.

It is not enough to simply move the locations for events – the very fact that the unit is not accessible is a major problem. Members of the public have a negative perception of the school because its facilities do not support individuals with mobility concerns. The fact that JSGS is a policy school and that JS Outreach & Training's facilities do not comply with accessibility policies is, understandably, a contradiction that the school would like to eliminate. The Gallery Building's facilities are not only inadequate, but they are detrimental to the school and negatively impact the school's finances, the school's partnerships, the school's reputation, and the University of Regina as a whole.



I. CURRENT FACILITIES AVAILABLE TO JSGS:

2 Research Drive Board Room:

- Seats approximately 12 people around board room table
- Life Size video conference unit available for use (JSGS-owned)
- Wheel Chair accessible and Access to 2 bathrooms (triple stall)

College Avenue Campus Window Room:

- Seats approximately 50 people in lecture-style format, 20 in workshop-style format, 24 in classroom-style format
- Sony video conference unit available for use (JSGS-owned)
- Large windows and natural light
- Access to 1 bathroom (single stall)

College Avenue Campus Board Room:

- Seats approximately 14 people around board room table
- Sony video conference unit available for use (JSGS-owned)
- Access to 1 bathroom (single stall)

II. CONCERNS WITH CURRENT FACILITIES:

Size:

- The Window Room is too small to use for groups of 25 or more in workshop-style setups or for groups of 50 or more in lecture-style setups.

Not wheelchair accessible:

- The school has several regular event attendees from the general public and students with mobility issues, and the events have to be moved if they are held in the Window Room.
- While moving the event is certainly an option that the school utilizes regularly, many attendees with mobility difficulties or physical disabilities have simply stopped attending the events, rather than inconvenience the school by having the event's location moved. The facilities thus have a negative impact on event attendance and act as a deterrent for many prospective event participants. All of these factors damage JSGS's and the University of Regina's reputation.
- In addition to the concerns of event attendees, the facilities pose a number of concerns for event organizers and administrators. Routine heavy lifting is required to transport materials for events held off-site. It is not unusual for one staff member to make several trips up the stairs, carrying heavy boxes and cases up to 40 pounds. Companies delivering materials, furniture, and catering have a great deal of difficulty with the Outreach & Training location's lack of accessibility.



Heat/Cold:

In the spring/summer months, excessive heat and humidity make it uncomfortable for speakers, participants, and organizers when holding events in the Window Room. No air conditioning is available, and electric fans are noisy and cannot be used during an event, as they make it difficult to hear the speaker(s). In the winter months, excessive cold makes it uncomfortable for speakers, participants, and organizers when holding events in the Window Room. The heater in the room is noisy and cannot be used during an event, as it would make it difficult to hear the speaker(s). In general, maintaining a comfortable temperature is difficult to control.

Conditions and Infestation:

Because the Gallery Building is old, the general condition of the facilities is also an issue. The building is shifting breaking and/or cracking windows, and several offices have infestations of lady bugs. The infestation issue has been so bad that bugs have made their way into staff members' homes, and dead bugs have been present in files and meeting materials with external stakeholders.

Restrooms:

Before, during, and after events held in the facility, there are large crowds of people waiting to use the single stall restroom. Scheduled breaks are difficult to administer and are often delayed because attendees are waiting to use the single rest room. It is difficult for attendees to use the washroom in the basement, as they are tucked away from normal foot traffic.

III. OVERVIEW OF JSGS EVENTS AND PROGRAMS HELD ON-CAMPUS: *Please note that not all JSGS Academic and Outreach & Training events are included in this document. Several other major events, conferences, and program streams with participants greater than 75 people or with different formats and requirements, such as breakout spaces, have been omitted from this document. Only events and programs that could be held in our facilities (barring the concerns below) have been listed.

1. Graduate Courses

- 25 students and 1-2 faculty in a seminar style room set up (tables configured in rows or U shape)
- Requires the use of a podium, laptop computer, projector, and projection screen
- We require a wheelchair-accessible room, easily accessed parking, windows, and a room large enough to accommodate a group this large
- Approximately 27 courses and 540 seats per year



2. *Public Service Commission Policy Workshop Series*

- 25 participants and 2-3 facilitators in workshop-style room setup (10 tables configured into 5 groups of 2 tables with 5 participants at each)
- Requires the use of a podium, laptop computer, projector, and projection screen
- Public Service Commission (client) requires a wheelchair-accessible room, easily accessed parking, windows, and a room large enough to accommodate a group this large
- Approximately 30 Policy Workshops and 750 participants per year

3. *Training Workshops (Public, Governance and Custom)*

- 25 participants and 2-8 facilitators in workshop-style room setup (10 tables configured into 5 groups of 2 tables with 5 participants at each)
- Requires the use of a podium, laptop computer, projector, and projection screen
- We require a wheelchair-accessible room, easily accessed parking, windows, and a room large enough to accommodate a group this large
- Approximately 30 Workshops and 625 participants per year

4. *Lectures (Public Policy Armchair, Western Regional Training Centre for Health Services Research, Public, and Featured Speaker)*

- 20-60 participants in lecture-style room setup
- Requires the use of video conference unit with recording capabilities
- Requires the use of a podium, laptop computer, projector, and projection screen
- Facilities must be professional-looking and visually-appealing, as some of these are high-profile events with media and photographers present
- We require a wheelchair-accessible room, easily accessed parking, windows, and a room large enough to accommodate a group this large
- Approximately 75 lectures and 2100 participants per year

5. *Student Events (Workshops, Information Sessions, Professional development and Interns)*

- 15-45 participants and 1-10 facilitators in workshop-style room setup (10 tables configured into 5 groups of 2 tables with 5 participants at each)
- Requires the use of video conference unit with recording capabilities
- Requires the use of a podium, laptop computer, projector, and projection screen
- We requires a wheelchair-accessible room, easily accessed parking, windows, and a room to accommodate a group this large
- Approximately 10 Student events and 275 participants per year



14. Meetings – internal and external

- 10-25 participants in a variety of formats and setups (reception-style, workshop-style, boardroom-style, lecture-style, or classroom-style)
- Requires the use of video conference unit with recording capabilities
- Requires the use of a podium, laptop computer, projector, and projection screen
- Requires a wheelchair-accessible room, easily accessed parking, windows, and a room to accommodate a group this large
- Approximately 40-60 meetings and 400-1500 attendees per year

IV. EVENTS HELD AT OFF-SITE FACILITIES DUE TO THESE CONCERNS:

1. *Training Workshops* – Approximately 50 Workshops per year
2. *Lecture Series* – Approximately 10 Public Lectures per year
3. *Student Events* – Approximately 5 Student Events per year
4. *Meetings (internal and external)* – Approximately 10 meetings per year

Total: 65-75 events per year held at off-site facilities because JSGS facilities do not adequately address its needs

V. ESTIMATED EXPENDITURES SPENT ON OFF-SITE FACILITIES:

1. *Public Service Commission Workshop Series*: \$300 x 30 workshops = \$9,000
2. *Training Workshops*: \$300 x 12 workshops = \$3,600
3. *Lecture Series*: \$300 x 15 lectures = \$4,500
4. *Student Events*: \$300 x 5 events = \$1,500
5. *Meetings (internal and external)*: \$100 x 5 meetings = \$500

**space with no rental fees would first be considered*

Total: Approx. \$20,000 spent per year on off-site facilities because JSGS facilities do not adequately address its needs

VI. PREFERRED TEACHING SPACE OPTIONS:

Most Preferred - One room for teaching and training at 2 Research Drive

Second Preference - One room for teaching and training at College Avenue Campus

Third Preference - One teaching only room on main campus

Appendix B

From: Neil Paskewitz
To: Craig Chamberlin; Nelson Wagner
CC: Alex Buehler; Darcy Strinholm; Dave Button; Dennis Fitzpatrick; Prov...
Date: 03/12/2012 5:24 PM
Subject: Re: Teaching Laboratory Needs for KHS

Hi Craig,

Thanks for the update on requirements and the suggestion of some possible alternatives. We'll investigate your suggestion on CK 185 and 187, and explore the impact of altering the use of one of these classrooms. We'll be in touch to prepare the resulting space request.

Neil

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Facilities Management
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>>> Craig Chamberlin 12/3/2012 3:21 PM >>>

As a follow-up to our recent discussions regarding the contingent allocation of CK 210, I would like to have some discussion regarding the teaching needs of our undergraduate program and what space might be made available to accommodate those needs, starting in the Fall, 2012 semester.

As I indicated previously, the growth in student numbers within our Kinesiology program has put stress on our delivery mechanisms. Most notably, as a laboratory-based science, Kinesiology requires our students to be engaged in a lab-based environment for a significant part of their undergraduate program. Our external accreditation standards require all of our Kinesiology students to have received a minimum of 96 hours of laboratory-based learning experiences across 4 core courses. With a single undergraduate teaching laboratory, and the inability to raise maximum class sizes in the labs, we simply do not have enough space available to us to meet the needs of our students. We have maximized the use of that one teaching lab, by scheduling labs from 7:30 in the morning through to evenings. We have also made use of some of the research space for undergraduate lab instruction, but we need to ensure our researchers have enough space to support their research programs, and the research laboratories in most cases are poorly structured for undergraduate lab instruction.

We have been using CK 210 on a temporary basis to meet the need for laboratory instruction. This semester, for example, we have 23 ½ hours of instruction per week scheduled into that space. If we maintained our current admission levels as they have been for the past few years, then this need for additional hours in a teaching laboratory space will become permanent; even if enrolments were to decline, the elevated need for space will continue for at least the next 2 years.

If we are unable to continue to make use of CK 210 for this critical academic need, then we are requesting space be identified in order to allow us to offer the required programming within our Kinesiology degree program. We need a space where we can adequately, and safely, store the models and equipment needed for use in our labs. One possible opportunity that we would like to explore is the conversion of either CK 185 or 187 into a more purpose built space that can be used much as we have been using CK 210. These medium size classrooms are not particularly good as a regular teaching space, as the low ceiling and flat floor makes for relatively poor sight lines to the screen. However, they could be converted to effective teaching space for our anatomy labs, which is the primary lab activity for our students.

I look forward to following-up with the Space Allocation Committee to determine how this pressing need

can be accommodated.

thanks,
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