



- ✓ Committee members review annual General University Classroom physical audit completed by Academic Media Services (AMS). Review complaints and suggestions from AMS on-line survey results and other sources. As shown in the diagram above, individual offices respond to ad hoc classroom needs that may surface as appropriate (equipment issues by AMS and maintenance issues by Facility Services, for example).
- ✓ Formulate plans to systematically refurbish, equip, and maintain GUCs and prepares requests for biennial funding. Prioritize available funding and implement maintenance and upgrade plans. Review and take action on ad hoc requests for minor physical or technological improvements to GUCs.

- ✓ Members review annual classroom utilization statistics (includes general university and departmental classrooms scheduled through the Registrar). Evaluate long- and short-term impacts of adding or deleting rooms designated as General University Classrooms (GUCs). Considerations include, but are not limited to, 10-Year Capital Plans, availability of maintenance and equipment funding, service and technological requirements, room scheduling, and external reporting statistics (including performance measures). Take action based on committee evaluations.

- ✓ Consult with various constituents regarding GUCs (for example, college and departmental staff and faculty, Facilities Services custodial and maintenance staff, as appropriate). Consult with and report to the Provost, President's Council and/or Budget Committee as needed.

Website:  
<http://provost.wsu.edu/classrooms/>