



BOISE STATE UNIVERSITY

University Policy 9260

University Classroom Committee

Effective Date

January 2020

Last Revision Date

May 30, 2025

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Associate Vice President for Campus Operations, (208) 426-1493

Scope and Audience

This policy applies to all University classrooms.

Additional Authority

- University Policy 4160 (Development of Schedule of Classes)
 - University Policy 9170 (Capital Project Needs)
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1. Policy Purpose

To define and outline the responsibilities of the University Classroom Committee (“Committee”), a standing committee that ensures University classrooms meet the needs of current and future students.

2. Policy Statement

Boise State University is committed to providing a system of governance and broad-based input regarding University classrooms to ensure our classroom facilities are used appropriately and the needs of students and faculty are met to enhance the learning experience for all.

3. Definitions

3.1 Classroom

A campus space where a group of students are provided official University coursework that has been scheduled by the Registrar or a college department.

3.2 Department-Controlled Classroom

A Classroom assigned to a specific department responsible for scheduling classes in the space.

3.3 Department Priority Classroom

A Classroom controlled by the Registrar with first priority for assignment going to the associated department.

3.4 General Assignment Classroom

A Classroom scheduled only by the Registrar.

4. University Classroom Committee Scope and Responsibilities

The University Classroom Committee is charged with meeting at least once annually and more, if needed, to regularly review and assess all aspects of University classrooms. The Committee's activities include, but are not limited to, the following:

- Review annual classroom utilization statistics
- Review and approve changes to classroom usage and priority, including requests to add classrooms or change existing classrooms to non-classroom functions or vice versa
- Review and analyze classroom sizes, count, and classifications; make recommendations to meet future campus needs
- Review and approve the classifications of existing and new classrooms (General Assignment, Department Priority or Department-Controlled)

- Conduct condition assessments of classroom facilities
- Prioritize and provide recommendations for classroom upgrades/maintenance needs to Campus Operations
- Assist in the development of systematic long-range plans to prioritize and implement classroom renovations, upgrades, furniture replacement, and technology improvements
- Develop and recommend campus classroom design standards to include layouts, finishes, furnishings, lighting, specialty equipment, media, etc.
- Make recommendations for faculty development and/or training needs associated with newly designed classrooms
- Review available assessment data related to the impact of classroom renovations on student success, engagement, etc.
- Review policies related to classroom use
- Develop and document practices to guide decision-making related to classroom usage
- Bring recommendations and decisions that have broad campus impact to relevant stakeholders and the Executive Team

5. University Classroom Committee Membership

The Committee consists of broad representation from administrative and academic areas, the Associated Students of Boise State University (ASBSU), and the general student population. For student representation, an invitation for committee representation will be sent annually to the ASBSU President. ASBSU will select no more than two (2) representatives from the pool of interested candidates, if any, to participate on an optional, consultative basis. Additionally, the Dean of the Graduate College will solicit nominations for a student representative and will select a student representative from the pool of nominations who may participate on an optional, consultative basis.

- Co-Chair – Provost and Vice President for Academic Affairs or designee
- Co-Chair – Associate Vice President for Campus Operations or designee
- Four (4) Faculty Representatives – one (1) appointed by the Faculty Senate and three (3) appointed by the Provost

- Associated Students of Boise State University (ASBSU) Representatives - no more than two (2) (consultative member(s), optional participation)
- One (1) Graduate Student Representative – appointed by the Dean of the Graduate College; (consultative member, optional participation)
- Executive Director, Center for Teaching and Learning or designee
- Associate Vice President of Student Affairs and Enrollment Management or designee
- Registrar or designee
- Director, Educational Access Center or designee
- Associate Vice President and Chief Information Officer or designee

The Associate Vice President for Campus Operations will ensure the Committee is staffed with experts from Campus Planning and Facilities to support their charge.

Revision History

May 30, 2025