

## Academic Affairs Provost's Space Advisory Group

In response to the current University Space Policy, an advisory committee to the Provost is being established in Academic Affairs.

A. The purpose of the Provost's Space Advisory Group (PSAG) is as follows:

- **Review and make recommendations regarding** all space requests submitted by members of Academic Affairs for space not currently designated for a Unit in Academic Affairs:
  - Space requests from Units within Academic Affairs will be submitted to the PSAG on the University Space Request Form. Additional supporting documentation will be included as necessary, and/or at the request of PSAG.
  - PSAG will review all such space requests for their impact on other Units within Academic Affairs and/or their impact on other Divisions in the University.
  - At its discretion, PSAG may choose to hear verbal input/presentations from space requesters in Academic Affairs.
  - Where there are competing space requests within Academic Affairs, PSAG will make recommendations to the Provost regarding their relative priority.
  - PSAG will make written recommendations to the Provost regarding all Academic Affairs space requests and their relative priority (Item 5.A of the University Space Allocation Policy).
  - The Provost will submit all Academic Affairs space requests to Planning Design and Construction on behalf of the Division.
  
- **Review of and comment on** space requests submitted by other Divisions within the University:
  - Space requests from Units external to Academic Affairs will be published on the University Space web site.
  - For such requests,
    - PSAG will have the option of submitting comments regarding the impact on Academic Affairs, *and/or*
    - PSAG may optionally make comments of a general nature, *or*
    - PSAG may choose not to comment at all on any given request.
  - For some space requests, there are time constraints. To make a comment, PSAG will need to provide comments to the Provost in advance of the deadline posted on the University Space website.
  - All comments regarding space requests external to Academic Affairs will be submitted in writing to the Provost, who will make them known to the President's Executive Council.
  
- **Internal to Academic Affairs**, the Provost and/or the Deans "may reassign space within space already designated for that school, college or administrative unit reporting to them," subject to the exceptions set forth in the University Space Allocation Policy (<http://www.csusm.edu/policies/active/pdf/SpaceAllocation2012.pdf>). The Provost and/or the Deans may consult with and seek a recommendation from PSAG regarding

such “internal” actions, particularly when they involve the reassignment of space from one unit to another within Academic Affairs.

- **To facilitate planning for new programs** in Academic Affairs, and the growth of existing programs, PSAG may be called upon, from time to time, to conduct reviews of space utilization in Academic Affairs and to provide analyses of the project space requirements associated with A-forms and P-forms, when requested to do so by the Provost, LAMP, or BLP.

B. The composition of the Provost’s Space Advisory Group shall be as follows (14 seats maximum):

1. Associate Vice President for Planning & Academic Resources (PAR), or the Provost’s designee (Chair).
2. The Chair of the Academic Senate (or designee).
3. The Chair of the Senate Budget and Long-range Planning Committee (or designee).
4. Three additional faculty members, one from each college and the Library, appointed by the Academic Senate (four faculty, if #2 and #3 are from the same college/Library).
5. The Dean or an Associate Dean from each college and the Library (five seats).
6. Dean of Extended Learning (or designee).
7. Dean of IITS (or designee).
8. A staff representative, appointed by the Provost (one seat).
9. PAR will provide staff support to PSAG.

The Provost’s Space Advisory Group shall meet at least once a semester, and more frequently, if necessary.

Final: 3/25/2013.