

University Space and Facilities Committee
Adding Agenda Items

Depending on your area, items wishing to be added to the agenda must be approved by the following individuals before being submitted to Facilities Planning & Design:

Faculty:

- Department Chair
- College Dean
- Vice President of Academic Affairs

Staff:

- Department Directors
- Vice President of your Administrative Area

Students:

- Department Chair or College Dean
- Vice President of Academic Affairs or Vice President of Student Affairs

Please note that all approved agenda items and their support materials must be received by Facilities Planning & Design one (1) week prior to the scheduled committee meeting. All approved items are added to the agenda at the discretion of the Senior Director of Facilities Planning & Design, based on the appropriateness of the item being presented to the committee.