



University Space Priorities Working Group
Questions for Interview with Dean

GALLATIN SCHOOL OF INDIVIDUALIZED STUDY RESPONSE

OVERVIEW:

It is important to note that in 2004-6 a space plan was made for Gallatin when the renovation of 1 Washington Place (aka 715 Broadway) was undertaken, and that plan involved an additional floor in 1 Washington Place--more than what was finally renovated. That floor (with additional offices and classroom spaces) was still planned as of spring 2007 but by fall of 2007 other urgent university space needs meant that our plan for that floor was put on hold. Gallatin is still awaiting that additional floor which is essential for meeting our curricular goals and our strategic plan for the School. So, much of our space planning has to do with finding temporary solutions to our longer-term space needs. We note that the needs of the School were judged to include that additional floor in 2004-6, and that since that time our full-time faculty has grown considerably. We have had to rent space in 411 Lafayette for the moment as a temporary solution to these unmet needs.

1. How do you work internally with your faculty and administration to ascertain your school's academic space needs?

- How are space needs identified?

Faculty hiring and/or changes to the composition or size of the student body generally drive space needs. Most urgent needs are faculty offices (the lack of which constrains new hiring) and additional classroom space. For instance, if we yield 20 additional freshmen more than we planned, we need to design a new freshman seminar for them and find a classroom for that class. Faculty hiring decisions are made by the faculty as is the larger strategic envisioning of faculty needs. The Director of Technology and Operations at Gallatin works with the Associate Dean for Finance and Administration to identify space needs each year, and recommendations are made to the dean.

- How are space needs assessed?

See the first bullet point. When new needs are identified (such as the need for a rehearsal studio when the student body came to comprise a large number of performance students), the Director of Technology and Operations works with the NYU Office of Construction Management to determine the proper configuration, size and infrastructure requirements (HVAC, technology, safety systems) required. Space needs are directly related to the size of the full-time faculty, the needs of students for space for activities and community gathering, and the number of seminars we need to be able to mount to meet student need.

- How are space needs prioritized?

Student and faculty space needs are given priority, along with the administrative support spaces that may be required to support them. Gallatin looks annually at space needs for the next academic year, as well as the longer term needs (and longer term needs are revised accordingly).

(Classroom spaces, student work/study spaces, faculty/staff offices, common space such as lounges, administrative space, and other spaces specific to schools such as science labs or performing arts studios/theatres).

2. How do you assess need, prioritize and make requests for non-academic space such as faculty and student housing?

The answer to this question must be the same for all schools. When we hire new faculty, and if they are eligible for housing, we present these requests to the NYU Office of Faculty Housing and the housing committee. Student housing needs are met through NYU Student Housing (for undergraduates); a limited number of Gallatin graduate students also request and obtain University housing.

3. Does your School produce an annual Space Plan?

No formal space plan is produced annually, though we do try to nail down space allocations for the coming academic year by no later than mid-May each year. Because Gallatin went through a major renovation in 2006-8, we essentially work within the space we have, and focus only on what needs cannot be met within the space we have. Please note the earlier point about the fact that we are still waiting for our additional floor and much of our space planning has to do with how to manage until that floor becomes available to us. So in a sense, we still are working from our 2004-6 renovation space plan—we still have the needs that were identified then and are still not met, and so in a sense we have not even tried to move beyond them.

4. After internal school procedures for priorities are completed, how does the request go forward to the University Administration?

- Describe the process, specifically the discussions and negotiations with central administration and the other schools.

After the Dean discusses new, incremental School space needs with the Provost and gets provostial approval to proceed, a space request is submitted to the Strategic Assessment, Planning and Design group (SAPD) through their formal procedures.

- Describe the planning cycle and normal time horizon.

SAPD, in consultation with the Space Planning Working Group (SPWG,) typically requires a minimum of a year from the time a new incremental space request is approved, until appropriate space is allocated. It can then be another year (or more) to arrange for domino moves (if the space identified is currently occupied by another department), architectural and mechanical drawings to be completed, budgets developed, and then construction and moves.

5. What are your current space needs?

Gallatin desperately needs at least one more floor allocated in 1 Washington Place (aka 715 Broadway), to accommodate faculty and administrative offices, additional classroom and student space. (See note earlier about the fact that this space was identified as a need for our school in 2004-6 if not earlier, and approved as such, and since then our full-time faculty has grown significantly but we continue to be restricted to less space than was thought to be needed and planned for us 6-7 years ago.) We have urgent requests from our graduate students for a graduate student lounge, and from our undergraduates for a quiet study area. We need more storage space for artists' work, as well as more classrooms. Right now we need at least 5 additional faculty offices immediately, as well as a continual need for more office space for part-time faculty--and these needs will not be met for next year.

- What has been allocated and what is still on your critical list?

Gallatin's request for the additional floor is on the books with SAPD and SPWG, but we were told 2 years ago that it would be at least five years before space would become available in our building. We have not had a more concrete update since then, and have had to lease space (at 411 Lafayette) to meet our interim space needs.

- What is the amount of space left on your "wish" list?

We seek a minimum of 1 additional floor in 1 Washington Place (approximately 6,000 NASF). This does not include new planning that involves the development of a Center for Civic Engagement. It is likely that even with our promised new floor, we would still need the additional space provided in 411 Lafayette.

6. How do you schedule your current inventory of instructional space?

Approximately 55 to 65 percent of Gallatin classes hosted in the fall and spring terms are housed in Gallatin proprietary classrooms, with the balance in general University all purpose classrooms. All January and summer session classes are held in Gallatin proprietary classrooms.

- Are all times utilized such as Fridays, early mornings or late evenings?

Classrooms are fully utilized Monday-Thursday, 9am - 9pm, with the exception of our school's common hour on Tue & Thu, 12:30-2:00pm. We schedule only one or two courses at 8am (not a popular teaching time) so this time slot is not fully utilized. Classrooms are fully utilized (or nearly so) on Fridays from 11am-3pm.

- Have you considered reducing contact hours to reduce demand on instructional space?

No.

- Have you considered adding Saturday and Sunday to the instructional schedule?

There was an informal discussion of this in the curriculum committee, which for various reasons decided this type of scheduling was not a good idea. Among those reasons was concern for students who observe the sabbath, as well as the financial impact of having to provide support staff (to help with instructional technology, among other things).

- Do you have plans for online classes, and how might these reduce the need for instructional space?

Not at this time, though we are monitoring university efforts in this area to gauge feasibility for the future.

- How do you solve current needs for more instructional space? (e.g. rent or leasing space/ reducing number of courses/altering class size)

The university has recently established a new policy in regard to course scheduling and room assignments. Previously, room assignments occurred after registration began. Now rooms are assigned prior to registration. If a course is not assigned a classroom and a school is not able to provide a proprietary space, the school must change the day and/or time of the course to a day and time when a classroom is available. Gallatin does still require the use of leased space for a couple of courses for which appropriate University space is not available. Right now Gallatin has 15 homeless classes (for Fall 2013) with no space allotted and almost no time slots available for them either.