October 14, 2015

**Instructional Space Advisory Committee**

**Mary Kalantzis**, Dean, College of Education, *Chair*
**Ted Christy**, Associate Director for Project Planning, Facilities & Services
**Walt Hurley**, Animal Sciences, College of Agricultural, Consumer, and Environmental Sciences
**Chris Isenhower**, Student Representative, School of Architecture, College of Fine and Applied Arts
**JoAnn Jacoby**, Associate Professor of Library Administration, University Library
**Jeremy Jones**, IT Assistant Manager, College of Education
**Drew MacGregor**, Manager Digital Media Services, Technology Services
**Jonathan Marcot**, Research Assistant Professor, School of Integrative Biology, College of Liberal Arts & Sciences
**Emma Mercier**, Assistant Professor, Curriculum and Instruction, College of Education
**Stephen Notaro**, Lecturer, Kinesiology and Community Health, College of Applied Health Sciences
**Matthew Tomaszewski**, Associate Provost for Capital Planning
**John Tubbs**, Digital Media Manager – Office of ELearning, College of Business
**Ava Wolf**, E-Learning Professional, Center for Innovation in Teaching and Learning
**Jill A. Maxey**, Associate Director for Space Analysis, Division of Management Information, *Ex Officio*
**Kristin McMurray**, Associate Registrar, Facilities Management Services, Office of the Registrar, *Ex Officio*
**Deanna Raineri**, Associate Provost for Educational Innovation, *Ex Officio*

Dear Colleagues,

You have been nominated to serve on a standing committee entitled the “Instructional Space Advisory Committee” to continue to provide advice on instructional space utilization at the Urbana campus for the academic year 2015 – 2016. This task force began in April 2012 based on the recommendation by the *Stewarding Excellence @ Illinois* Space Utilization review and now continues into its fourth year. The major responsibilities of this advisory committee include:

a. Create a purposeful communication plan with Deans, Directors, and Department Heads about the resources available to support the Strategic Plan to provide transformative learning experiences.

b. Complete iFLEX website and launch iFLEX marketing campaign.

c. Determine iFLEX brand definition(s) and apply to existing, departmental, and general assignment classrooms as necessary.

d. Determine the best inventory mix of instructional space.

e. Determine the best inventory mix of informal learning space.

f. Coordinate information sources currently spread out among Technology Services at Illinois, Office of the Registrar, CITL, and F&S in order to provide comprehensive service to campus with a new website.

g. Continue to make improvements in the following areas:
   - Technology Services at Illinois – manage ITS information, support and maintenance of iFLEX classrooms

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telephone (217) 333-6677 • fax (217) 244-6539
url www.provost.illinois.edu
- Office of the Registrar – provide Ad Astra scheduling application for campus use, reporting, course schedule types, classroom inventory and features
- CITL – Expand research, strengthen Faculty development opportunities and resources, review ICES items to reflect collaborative classroom teaching
- F&S – manage Instructional Space Improvement initiative and iFLEX classroom projects

h. Continue to generate guiding principles for use, condition, and amenities of instructional space for inclusion in the campus-wide space management plan.

I hope that you will accept this assignment to serve on this advisory committee for the campus. Dean Kalantzis has agreed to chair the advisory committee and Rebecca Nash will schedule the meetings. The first meeting will be used to further discuss this charge, answer any questions, and to establish a timeline for accomplishing the objectives of the advisory committee. I’m grateful for your willingness to serve on this important endeavor.

Sincerely,

Edward J. Feser
Interim Provost and Vice Chancellor for Academic Affairs