



UNIVERSITY
OF TASMANIA

**POLICY ON THE MANAGEMENT OF LEARNING AND TEACHING
SPACES**

Policy No. AMS 4

Relevant UTas Ordinance and/or Rule Reference No.	
Relevant State/Federal Govt. Legislation	
Commencement Date	16 September 2004
Review Date	September 2007

POLICY STATEMENT

Intent

This policy outlines the principles for timetabling and allocating University Teaching Spaces, hereafter called learning and teaching spaces, requesting upgrades to these spaces and managing issues in their use.

Scope

This policy applies to all learning and teaching spaces, whether they are managed by schools and faculties or centrally.

Objective

This policy provides a framework for the management of learning and teaching spaces, with particular reference to evolving practice in learning and teaching. Three overarching principles are:

1. The continuous improvement in quality of all learning and teaching spaces;

2. The provision of a centrally co-ordinated and accessible timetable;
3. The achievement of a high rate of utilisation of learning and teaching spaces.

Definitions and Acronyms

1. Centrally Managed Learning Spaces (CMLS) are spaces managed by Asset Management Services (AMS) or, in the case of videoconferencing facilities, Information Technology Resources (ITR)
2. Locally Managed Learning Spaces (LMLS) are specialist spaces used for dedicated purposes, eg. a histology laboratory or are general spaces that this policy allows schools/faculties to retain.
3. The University timetable is defined as those events specifically related to core business teaching activities, both for award and non-award purposes.
4. The teaching day is defined as Monday – Friday with core hours between 8.00am to 6.00pm and extended hours between 6.00pm –10.00pm.
5. Teaching semesters include the following:
 - Semester 1 (thirteen teaching weeks)
 - Semester 2 (thirteen teaching weeks)
 - Semester 4 - Winter School period (inter semester break)
 - Semester 3 - Summer School (November - December)
 - Semester 5 - Summer School (November – January)
6. TARA is the central room booking system.
7. Archibus is the University space management system.
8. Pinnacle is the University asset maintenance and management system.
9. Unit conflict refers to an academic clash, between core units of a course run at the same time for example.
10. Venue conflict refers to double booking the same venue at the same time for different units.
11. Teaching activities include lectures, seminars, laboratory sessions, videoconferencing, e-learning, enabling programs, graduations, examinations, training and staff development workshops and meetings related to teaching.

The Teaching Facilities Management Group (TFMG) is the body responsible for coordinating the identification and discussion of strategic issues relating to teaching facilities and for making recommendations to relevant committees, through the Pro Vice-Chancellor (T&L) and the Executive Director, Finance and

Administration regarding policy, standards and facilities development. Terms of Reference are contained in [Schedule 1 Policy Provisions](#)

Continuous improvement in the quality of all learning and teaching spaces.

1. The TFMG will identify and recommend venues to be classed as centrally managed learning spaces and those to be classed as locally managed learning spaces. The upgrade of CMLS to comply with the standards identified in Schedule 2 - *Teaching and Learning Spaces; types, equipment and usage responsibilities* will be staged and prioritised in accordance with need and available budget..
2. Requests for new / refurbished learning and teaching spaces, or changes in room classification or use are to be sent to Director AMS via the faculty Dean. AMS will forward the requests to the TFMG to be evaluated and prioritised against the University Strategic Plan and/or the criteria in Schedule 3 - "*Criteria and Process for Assigning Priorities for Upgrades to Centrally Managed Learning & Teaching Spaces*"-. The TFMG will make recommendations for upgrades to the PVC (Teaching and Learning) and the Executive Director (Finance and Administration).
3. AMS will maintain details for learning and teaching facilities on the University space management system.
4. AMS will centrally coordinate the maintenance of all learning and teaching spaces using the University's maintenance system. However, schools/faculties will be responsible for the cost of maintaining specialised equipment in LMLS.
5. ITR is responsible for the maintenance of all equipment in videoconferencing facilities.
6. Faculties, schools and sections should report routine problems in the use of learning and teaching spaces through the University asset maintenance and management system. On-line request forms are available at the Teaching and Learning website.
7. AMS and ITR will provide an emergency service for urgent in-session problems. (Emergency numbers are listed in venues).

Provision of a centrally co-ordinated and accessible timetable

8. AMS is responsible for co-ordinating timetabling of all CMLS using the central room booking system. School timetablers may book any CMLS, see Schedule 4 for general principles relating to compilation of the timetable.
9. ITR is responsible for co-ordinating all timetabled activities in videoconferencing facilities. These activities will still appear on the central room booking system.
10. Bookings of LMLS are to be made through the area responsible for the LMLS. These activities are to be entered onto the central room booking system.
11. Schools and faculties should normally provide a timetable that avoids unit conflicts and takes account of the need to accommodate/support cross discipline programmes. The resolution of unit conflicts is the responsibility of schools.
12. Schools and faculties are encouraged to resolve potential venue conflicts themselves but AMS will assist in the resolution if required.

Achievement of high utilisation rates

13. AMS will be responsible for the periodic review of the number, type, location and utilisation of CMLS with particular reference to the University's strategic priorities and growth targets, venue condition and changes to learning practises.
14. The University will aim to achieve a utilisation rate of 75% in all learning and teaching venues.
15. Schools /faculties will manage a small number of general learning venues, usually equal to one per school, where these currently exist.

Supporting/Related Documents/Guidelines

1. [Schedule 1](#) - TFMG Terms of Reference
2. [Schedule 2](#) - Teaching and Learning Spaces; types, equipment and usage responsibilities
3. [Schedule 3](#) – Criteria and Process for Assigning Priorities for Upgrades to Centrally Managed Teaching & Learning Spaces
4. [Schedule 4](#) - Guidelines for Timetabling University Teaching and Learning Spaces

Key Words

CMLS

Centrally Managed Learning Spaces

LMLS

Locally Managed Learning Spaces

Specialised Teaching Space

Timetable

TFMG

ACCOUNTABILITIES

Implementation	Director, Asset Management.
Compliance	Heads of schools, sections and faculties.
Monitoring and Evaluation	Teaching Facilities Management Group and Director, Asset Management Services
Development and/or Review	Teaching Facilities Management Group and Director, Asset Management Services
Interpretation and Advice	Director, Asset Management Services.

Who needs to know this policy?

Heads of schools, sections involved in providing training/staff development activities and faculty officers responsible for the faculty timetable.

Measures of Effectiveness

The following performance indicators will be developed to measure the effectiveness of the Policy.

1. Improved staff and student satisfaction about the maintenance and fit-out of CMLS.
2. Improved knowledge and understanding of the processes to be followed to log maintenance requests for CMLS and to make requests for refurbishments to CMLS.

3. Increased staff awareness of policy provisions for managing teaching and learning spaces.

All of the above to be measured in a biennial survey. The first, baseline survey, to be undertaken in 2005.

4. Improved utilisation of CMLS as measured in an annual utilisation survey.

The effectiveness of the timetable preparation can be monitored by

5. Reporting the number of changes and reasons for changes that arise after the timetable is published.
6. The number of students affected by unresolved academic conflicts.

Policy HISTORY

Policy No.	AMS 4
Approved/ Rescinded	Supersedes the Policy on the Management of Teaching Spaces (approved by Academic Senate in October, 1999) and the Timetabling and Space Allocation Policy (Approved by Academic Senate in August, 2000).
Date	16 September 2004
Committee/ Board	Planning and Resources Committee
Resolution Number	08/04/06