



PROVOST'S ADVISORY GROUP ON SUMMER SPACE ALLOCATION

March 19, 2024

Charge: Coordinate plans for use of on-campus classrooms and residential housing during the summer months (mid-June through mid-September); forecasting future needs of campus stakeholders; establishing principles by which allocations will be prioritized; identifying systems and practices Dartmouth should create, or change, to enable more effective summer use of space.

Areas of Review:

- Hanover and Lebanon student residential facilities managed by Residential Operations or Tuck
- Hanover campus classrooms and conference rooms managed by A&S, Thayer, Tuck, and Conferences & Events

Deliverables:

- Identify and maintain a list of campus stakeholders (Residential Life, Registrar, Conferences & Special Events, Transformation Office, student deans, etc.).
- Establish a comprehensive database of spaces in the Areas of Review.
- Establish an annual process for requesting use of classrooms and/or residential space.
- Establish a documented set of principles for evaluating and prioritizing requests.
- Recommend to the provost, well in advance of each summer, an allocation plan the group believes will best satisfy the requests in accordance with the documented principles for evaluating and prioritizing requests.
- Submit an annual report to the provost and stakeholders, each fall, summarizing that summer's use.
- Propose models for chargebacks for use of space across units that manage space.
- Identify structural challenges to efficient use of residential and classroom space – e.g., academic or summer-program calendars; policies and processes for allocating space – and recommend possible improvements to enable more effective summer use of space.

Decision rights:

- The provost retains the right to make final decisions about allocation of beds or classrooms.

Membership:

<u>Name</u>	<u>Title</u>
Kenya Tyson, chair	Senior Associate Provost
Jim Alberghini	Director Institution Events & Logistics, Conferences and Events
Maria Anderson	Chief Finance and Operations Officer, Faculty of A&S
Libby Barlow	Associate Provost for Institutional Research
Anna Dechert	Senior Associate Director of Admissions
Paul Harvey	Assistant Vice President for Financial Planning and Budget
EJ Kiefer	Executive Director, Conferences and Events
Stacey Millard	Associate Dean of Residential Life
Paul Mutone	Associate Dean for Finance and Administration, Tuck School of Business
Eric Parsons	Registrar, Faculty of Arts and Sciences
Ann Root Keith	Interim Chief Advancement Officer and Chief Operating Officer for Advancement
Craig Westling	Executive Director of Education, Geisel School of Medicine
Joanna Whitcomb	Director of Campus Planning
Holly Wilkinson	Assistant Dean, Thayer School of Engineering