

# New Programs – Space Requirements Questionnaire

*The intention of this questionnaire is to begin to understand classroom, administrative and student space requirements related to the proposed program. This form, when completed, should be shared with the Provost Office ([laura.prada@ubc.ca](mailto:laura.prada@ubc.ca)). The information will then be shared for consultation and advise with the relevant operational teams: Facilities Planning, Enrolment Services and IT Services.*

## Definitions

- **General Teaching Space (GTS)** is a shared resource to be used for the teaching needs of all faculties or departments, in addition to the faculty or department in whose facility the space is located. GTS is managed by Facilities Planning, Infrastructure Development and bookings are administered by Enrolment Services. All GTS rooms are classrooms.
- **Restricted Teaching Space (RTS)** is to be used for a Faculty or department's teaching needs and the management and booking of the space is through the faculty or department. RTS can be classrooms or teaching labs, with teaching labs being defined as rooms with specialized equipment.

Academic course sections are created and scheduled (days, times, and rooms) via Scientia (Scheduling Software) for both type of spaces: GTS or RTS.

1. Pending approvals, when do you anticipate launching the new program?

2. Is this a new program or will this replace or expand existing sections or programs?

3. How will the program be delivered (e.g., online, in-person at the Okanagan campus, blended)?

4. How many years is the program?

5. What is the student cohort size at steady state? By what academic year do you hope to reach steady state? What is the initial intake expected to be?

6. How many sections and what section sizes will you have each term? Please provide the frequency that your sections will be delivered (e.g., 1 x 3 hrs each week; 2 x 1.5 hrs each week; 3 x 1hr each week; something else).

7. What is the preferred time of delivery? (i.e., Winter Session Term 1, Term 2, or both terms? Winter session or Summer session? Morning, afternoon, or evening?) Do you anticipate cross campus delivery of any of the courses (i.e., for students on the Point Grey campus)? If yes, which courses?

8. What type of teaching space - General Teaching Space or Restricted Teaching Space - will the program need? *Please see definitions at the top of the document.*

9. For general teaching space please provide a centroid location for your program. *Please see definition at the top of the document.*

10. Is there any special equipment (e.g., AV equipment, media capture/streaming, document cameras) or furniture layout needed?

11. Do you require any teaching labs? Wet or dry? If yes, what size and how many sections? Do you require any lab equipment? What is your preferred location?

12. Will you require new administrative spaces? If yes, how many and what is your preferred location?

13. Will there be any new faculty hires associated with the program? If yes, how many and what type of office and research space will be required?

14. Will you require new student space? If yes, what type of space (e.g., office, lounge, kitchen, informal learning)?