# Teaching and Learning Spaces Standards Group Submission Components and Details

Using **one form per classroom** to complete your responses to the questions. If possible, please also include photos of the room for assessment. Submit **at least 4 weeks** or more before the next Teaching and Learning Spaces Standards Group Meeting via [talssg@viu.ca](mailto:talssg@viu.ca). See <https://adm.viu.ca/talssg> for Handbook resources.

1. **Identification Details**

**Name** Click here to enter text.

**Department/Faculty** Click here to enter text.

**Name of Supervisor Who Is Aware of Request?** Click here to enter text.

1. **Classroom/Room Location**

**Room Number, Building** Click here to enter text.

**Description of Room** Click here to enter text.

1. **Classroom/Room History**

**Briefly describe the classroom and its history. If known: How long has it been since this classroom last received an upgrade in technology, furniture, resources etc.?**

Click here to enter text.

1. **Description of Needs**

**What classroom enhancements, redesigns, technologies are you requesting? Describe the ‘what’ – what would you like to change, add, enhance, adjust?**

Click here to enter text.

1. **Priority of Needs**

**If more than one item requested for enhancing the classroom, please rank each item in terms of higher to lower in terms of priority. An explanation for each ranking would be helpful.**

Click here to enter text.

1. **Financial Estimations**

**Looking over the Estimation of Expenses for Request (Appendix E, TALSSG Handbook), outline what possible costs this request may entail. This is just to give the committee/you an approximate cost. No specifics or quotes are required at this point.**

Click here to enter text.

If applicable: What department/area is supplying the funds to undertake this enhancement? How much money is available for this enhancement?

Click here to enter text.

1. **Program and Student Impact**

**How many programs will the proposed changes benefit?** Click here to enter text.

**Names of programs benefitting?** Click here to enter text.

**How many students might be impacted by this change?** Click here to enter text.

**Will any groups be negatively impacted?** Click here to enter text.

1. **Student Learning and Instructor Readiness**

**What new or enhanced approaches to student learning will the proposed change accommodate?**

Click here to enter text.

**To what degree are instructors comfortable in using any proposed technologies or audio-visual enhancements? Do they have the competencies or has training been designed?**

Click here to enter text.

1. **Comfort**

**How will student comfort be impacted by the proposed changes? Will the changes allow a variety of postures (sitting and standing)? Will the space be accessible for those in wheelchairs?**

Click here to enter text.

1. **Flexibility**

**How will the design increase the flexibility of the teaching and learning space? Will there be other configurations possible for other classes, students, or faculty members who use the space?**

Click here to enter text.

1. **Breadth of Use**

**What is the anticipated breadth of use of the new AV equipment, IT resource and/or furniture?**

Click here to enter text.

1. **Questions**

**What questions do you want to ask?** Click here to enter text.

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