

## Appendix D: VIU Standard for Teaching and Learning Spaces

*This list represents the essential minimum items required for teaching and learning success in a VIU classroom (regardless of size). Adjustments to the standard for larger spaces (e.g., larger lecture theatres) will be developed with input from consultation processes.*

### Furniture

- Wheeled tables (enough for capacity of room) – except in lecture theatres
- Wheeled chairs (enough for capacity of room) – except in lecture theatres
- Writing surfaces
- Adjustable height instructor chair
- Side table for instructor (to put notes, materials in addition to ‘instructor station’)
- Task chair for disability services-supported student
- Multi-level lighting (at least two levels of lighting)
- Cleaning process for furniture (chairs, tables and writing surfaces)

### Audio Visual/Information Technology

- Projector
- Screen (white, fixed)
- Instructor Station (AV cabinet, rack, surface etc.)
  - Controller (Accessible by GVE – global viewer enterprise)
  - PC installed (with DVD) including the following standard software: (Lyndon to get)
  - Laptop connections (HDMI, VGA)
  - Internet Wired access for Mobile Device (e.g., laptop)
  - Document camera
- Speakers
- Wi-fi (enough for room capacity and floor/building capacity) through wireless access points (WAP)
- Evergreen process for IT/AV equipment