

# Campus Planning Policy

preliminary  
Facilities Council -- March 3, 2013

## INTRODUCTION

### Purpose

The purpose of this policy is to:

- Ensure a broadly understood, comprehensive, and collegial process by which the College makes decisions about the physical environment.
- Provide a positive framework for setting priorities, using available funding optimally, and resolving conflicting objectives in a rational way.
- Help guide planning in order to ensure that the real and built physical assets of the College are protected.
- Minimize potential negative impacts of special situations by ensuring that overall frameworks are established.
- Ensure that campus planning is learning-centered and that it reflects the vision, mission, and core values of the College.

### Scope

- This policy sets guidelines for campus master planning and other types of campus planning. Planning for things that are not physical spaces, such as budgeting or instruction, is beyond the scope of this policy.
- This policy provides guidelines for campus planning. It does not provide guidelines for design.

### General Principles

- All campus planning should be learning-centered and should explicitly reflect the College's vision, mission, and core values.
- A campus master plan should establish or enhance a coherent physical framework.
- A campus plan should reflect its unique environment and contribute to a specific sense of place.
- Planning is not designing.
- A campus plan should take into account the needs of the students, faculty and staff.
- Campus planning should be an inclusive and participatory process, regardless of whether it is directed by in-house staff, students, committees, contracted planning professionals, or some combination of the above. Those affected by a plan should always be included in the process.
- Plans should be built around long-term goals.
- Plans should be flexible and capable of change. Planning should be considered to be an ongoing process. Each plan should establish a process for review, renewal, and revision on a regular basis.

## PLANNING PROCESS

- Each campus planning activity should be considered to be strategic planning, addressing issues which are of fundamental importance within an integrated whole.
- Each plan should show how it responds to the College vision, mission, and core values.
- Campus plans should demonstrate a clear connection to the College's sustainability planning.
- Campus plans should demonstrate a clear connection to the College's academic planning. Academic planning assumptions should be verified at the start of each new planning phase.
- Campus planning affects budget allocations and should provide a method for prioritizing strategic goals, consistent with academic, financial, and sustainability planning.

### Communication

- A free and timely flow of information to the College community should be ensured.
- Communication about planning should use clear language, free of jargon.
- Each plan should document the process used to develop it.
- Communication should allow any members of the College community who did not participate directly to understand how facts were gathered, how analyses were conducted, how criteria were established, how needs were prioritized, how alternatives were generated, and how decisions were reached.

### Participation

- Work should be allocated among committees, staff work, and outside consultants in a way that maximizes broad participation, stakeholder knowledge, and professional planning expertise.
- All stakeholders including students, faculty, staff, and administrators should be engaged throughout the planning process.
- Planning should involve genuine participation, including partnership with and empowerment of the College community. Events that only inform or solicit comments can be helpful, but they should not be referred to as participation.
- As a result of participation, all parties should believe that they were heard and respected and that, insofar as possible, they have influenced the outcome.
- The planning process should be a learning experience for the whole College community.
- If an outside planning consultant is to be used in the planning process, the search for and selection of an outside planning consultant should be conducted as a formal procurement process and should follow guidelines provided in the related procedure for campus planning, maintained by Facilities Management and Planning.

## DEFINITIONS

**Campus:** The entire property of a college or university, including buildings, open spaces, circulation, and infrastructure

**Campus master plan:** A conceptual comprehensive plan for an institution's physical spaces, integrating the institution's financial and academic plans and developed through a participatory process, which provides a framework for decisions about changes to the built environment.

**Campus planning:** The translation of academic plans and philosophies into physical space

**Consultant, planning consultant:** An individual planning professional, or a professional planning firm consisting of multiple professionals, with training and professional experience leading to expertise in the field of planning.

**Infrastructure:** The technological support systems needed for the functioning of a college or other community, including water supply, wastewater treatment, energy, waste disposal, information, and communications

**Master plan:** A plan that looks at the whole and considers how all the parts fit together.

**Plan:** For purposes of this policy, the word 'plan' refers to a document for campus planning; it does not mean a drawing for design or construction.

**Planning:** The process of deciding what to do and how to do it. Planning is a process that identifies needs and alternatives for meeting them, and selects an alternative as a direction to pursue. Also, a professional specialty organized around planning and distinct from design.

**Space:** A contiguous area that accommodates a single use. The word 'space' can refer to interior or to exterior space.

**Space utilization:** A quantitative measure of the productivity of room use. Space utilization is often measured with two elements: Room Use, in number of hours per week in use or percentage of hours available; and Station Occupancy Rate, in average percentage of seats occupied during scheduled classes.

**Stakeholder:** A person or group who can be affected by planning decisions; one who has a stake in the outcome.

**Strategic:** Concerning issues which are of fundamental importance within an integrated whole.

**Town and gown:** A term referring to the relationship between members of an educational institution (gown) and the non-academic community surrounding it (town).