

# Space Utilization Category Definitions

## EXHIBIT 1

### INSTRUCTION

Includes space used in teaching and training activities for both credit and non-credit courses. This also includes space used for advising and counseling students concerning specific courses in which they are enrolled or in which they may enroll.

### RESEARCH

Includes space used in all research activities that are separately budgeted and accounted for (Departmental research includes research activities not separately budgeted and accounted for and should be considered Instruction). Research training includes space used for training of individuals in research techniques and should be considered Research, not Instruction. Documented cost sharing on a research project should be included in Research. Also classified as research when use can be tied to specific research projects, is space for animal care facilities comprising procedure rooms, operating and recovery rooms, isolation rooms, and quarantine rooms directly related to research protocols, as well as rooms that house animals involved in research that are not generally removed from the facility for conducting research.

The two categories of research are defined as follows:

**A. University Funded Research** Includes all research activities **funded by the University** from any source of separately budgeted funds (*originating as* General Operating, Designated, etc). Examples of University funded research are:

- Divisional Research Centers
- Dalton Research Center
- Start-Up Funds for Research
- Research Council Awards for Research
- Research Board Awards for Research
- Research Incentive Funds (RIF) when expended specifically to support research projects

Research activities supported by departmental instruction budgets are considered instruction.

**B. Externally Funded Research** Includes all research activities **funded by External Agencies**. Examples include the following:

- Grants for Research-from federal and state government, foundations, etc.
- Grants for research training

Teaching training grants, and public service grants are included in Instruction and Other Sponsored Activity, respectively.

## **SERVICE AND OTHER SPONSORED ACTIVITIES**

Includes space used in activities which are funded by external entities that involve the performance of work other than instruction and research. Examples of such programs and projects are health service projects and community service programs. When any of these types of activities are undertaken by the institution without outside support, they may be classified as other sponsored activity. Many Extension Programs are in this category.

## **DEPARTMENTAL ADMINISTRATION**

Includes space used in supervisory or managerial activities relating to departmental or divisional units. This usage includes functions associated with operational responsibilities, such as deans, assistant deans, associate deans, and department chairs; faculty assignments; unit budget preparations, etc. It also includes faculty meetings, proposal writing and academic unit committee work.

## **STUDENT SERVICES**

Includes space for activities that serve the needs of students. Examples include Vice-Chancellor for Student Services, Admissions & Registration, Student Health, Student Financial Aid, Student Life, student organizations, student recreation services, etc.

## **GENERAL ADMINISTRATIVE**

Includes space for activities that support the entire campus across divisional boundaries. Examples include Payroll, Accounting, Business Services, etc.

## **PLANT OPERATIONS and MAINTENANCE**

Includes space used for operation and maintenance of grounds and facilities, security, safety, construction and construction planning. Space for these purposes is normally not assigned to academic units.

## **LIBRARIES**

Includes all space used by Ellis Library and divisional libraries such as Law Library, Engineering Library, etc. Departmental libraries not formally part of the University Library system are not considered library space for purposes of the space survey.

## **AUXILIARY ENTERPRISES**

Includes space used to provide support and convenient services to students, faculty and staff. Examples include Residential Life, Bookstore, Memorial Union, Campus Dining, Parking, etc.

### **OTHER INSTITUTIONAL ACTIVITIES**

Includes space used by service operations, recharge centers, independent operations, development/fund raising activities and intercollegiate athletics. Space for animal care facilities is to be classified as other institutional activity with the exception of procedure rooms, operating and recovering rooms, isolation rooms, and quarantine rooms directly related to research protocols, as well as rooms that house animals involved in research that are not generally removed from the facility for conducting research.

### **TEACHING HOSPITAL and CLINICS**

Includes space used for activities of the University Hospital and Clinics, Ellis Fischel, Missouri Rehabilitation Center in Mt. Vernon, the Veterinary Medicine Teaching Hospital and the Columbia Regional Medical Center only.

### **UNCLASSIFIED FACILITIES**

Includes any assignable space that does not fall into any of the above categories, such as vacant rooms, inactive space or space under renovation.