



University of Toronto

Office of the Assistant Vice-President, Campus and Facilities Planning

FOR INFORMATION:

TO: Planning and Budget Committee

SPONSOR: Elizabeth Sisam, Assistant Vice-President Campus and Facilities Planning

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DATE: September 11th for September 18th, 2006

AGENDA ITEM: 8 (b)

Project Committee for an Examination Centre on the St. George campus.

JURISDICTIONAL INFORMATION:

Under the Policy on Capital Planning and Capital Projects, section 5.A. the membership and terms of reference of Project Committees shall be reported to the Planning and Budget Committee.

BACKGROUND:

Increased enrollment, numerous changes in course delivery and recent loss of examination spaces due to campus redevelopment have made it difficult to appropriately accommodate both in-term and final examinations.

Existing accessible examination facilities are located in several locations. While administratively cumbersome, this array of examination spaces has enabled the University to meet its obligations to accommodate students with disabilities in the most appropriate way, and at the same time ensure academic integrity of the testing process.

Initially established as a working group for a project anticipated to cost less than the \$2 million threshold, the new project committee will identify the requirements of the examination facility at the 'warehouse building' site, south of College Street at 255/257 McCaul Street.

PROPOSED COMMITTEE MEMBERSHIP:

Ms. Elizabeth Sisam (Chair)	Assistant Vice-President, Campus and Facilities Planning
Ms. Shirley Roll	Facilities Planner, Campus and Facilities Planning
Ms. Stepanka Elias	Facilities Planner, Campus and Facilities Planning
Mr. Steve Bailey	Director, Office of Space Management
Ms. Janice Martin	Manager, Accessibility Services
Ms. Kristin Radley	Exam Coordinator, Accessibility Services
Ms. Tamara Vickery	Exam Coordinator, Accessibility Services
Mr. Julian Binks	Manager, Project Planning, Capital Projects

Ms. Judy Irvine
Ms. Barbara McCann
Dr. Glenn Loney
TBA
TBA

Registrar, Faculty of Medicine
Registrar, Faculty of Applied Science & Engineering
Registrar, Faculty of Arts & Science
Student Member
Student Member

TERMS OF REFERENCE:

1. Determine the space programme to accommodate the needs of the Office of Space Management for a dedicated test facility.
2. Determine a space programme to accommodate the needs of Accessibility Services for a specialized testing facility.
3. Demonstrate that the proposed space programmes take into account the Council of Ontario Universities' and the University's own space standards.
4. Plan to realize maximum flexibility of space to permit future reallocation as programme needs change.
5. Review the utilization of existing accessible test sites at the various locations currently used and identify opportunities for sharing.
6. Determine a functional layout of the space required as can be accommodated in the former Board of Education warehouse building at 255/257 McCaul Street.
7. Determine any secondary effects to the building project and related resource implications of these effects.
8. Identify all equipment and moveable furnishings necessary to the project and their related costs.
9. Identify phasing opportunities for the implementation of the Examination Centre.
10. Provide a total project cost for the Examination Centre, broken into phases.
11. Determine a realistic schedule to complete each of the phases of the project.
12. Identify all resource implications of the proposal. Report by the Fall 2006.