

### Preparation for Campus Master Planning Interviews

Representatives of EYP will be on campus to conduct interviews with the purpose of gathering information about the campus and its evolving space requirements.

Interviews will be arranged by topic or discipline and may vary from forty-five minutes to an hour in duration. A brief tour the existing facilities may be useful to orient the study team.

### Interviewees:

For these focused discussions, please be ready to address the following topics, particularly items 3, 4, and 6.

Discussions will cover existing conditions and any planned changes for the next 5- and 10-year periods.

1. Describe your discipline/area of responsibility in general terms
2. Describe, in broad terms, how your activities support the College's mission
3. Provide numbers of full-time faculty and staff and the types of workspaces they require (by job description), such as, private office, shared office, open workstation, lab, studio, shop, etc.
4. Provide numbers of part-time faculty and staff and the types of workspaces they require (by job description)
5. Provide number of students typically served per semester and per academic year (enrollment numbers for service courses, number of majors, numbers of graduating seniors)
6. Describe specialized and dedicated spaces that your discipline/area requires
  - (a) by *functional requirement* (type of activity to be conducted), and
  - (b) by *numbers of stations* (e.g., students enrolled in a course session or persons accommodated)

*It is not necessary to provide design diagrams or estimates of the amount of space needed.*
7. Describe typical hours of operation/service
8. Describe desirable and critical adjacencies among your spaces
9. Describe desirable and critical adjacencies to other disciplines or areas
10. Identify an optimal campus location for your discipline/area, and two alternative locations.

