



UNIVERSITY OF WASHINGTON

July 26 2013

Memorandum of Understanding between HCDE and EE for use of Sieg Hall, Rooms 128 and 232

To increase opportunity and improve space use efficiency, the following agreement between HCDE and EE is proposed for Sieg Hall Rooms 128 and 232. This agreement is on the use and renovation of the space. The space will be used following the agreement outlined in this MOU. The space will remain assigned to EE. Significant changes to this agreement should be made in consultation with the College of Engineering.

1. Sieg 128. This is a small classroom that is used for occasional recitation sections by Electrical Engineering. It is scheduled through the EE Calendaring system on the Electrical Engineering web site (as of this writing, https://www.ee.washington.edu/cgi-bin/operations/calendars/room_reservation_request.pl?asset=Sieg_128)
 - a. Beginning 1 July 2013, Faculty and Staff of HCDE may also enter requests for this room.
 - b. Priority in scheduling will be as follows:
 - i. Regularly scheduled EE courses
 - ii. Regularly scheduled HCDE courses and directed research groups
 - iii. Other EE and HCDE Department business, first come, first serve.
 - c. Electronic access to the room is via CAAMS, which will be maintained by Electrical Engineering and HCDE. EE and HCDE faculty and staff will have access to this room. EE and HCDE may also appoint other staff, faculty, and graduate students to have access, to support activities in the room.
 - d. The furniture of the room is that of a small classroom. Any significant modifications to the furniture arrangement must be negotiated between EE and HCDE. At this time, EE and HCDE have agreed to install a 70-inch LCD screen, which the College of Engineering will purchase along with mounting hardware. EE and HDCE will share the facilities cost for installing it and repositioning white boards if needed to accommodate it.
 - e. Wired internet access will be managed by Electrical Engineering.
 - f. Issues not covered in this memorandum will be negotiated in good faith by EE and HCDE.
 - g. This agreement regarding Sieg 128 will be for a 3-year time frame and renewable/renewable every three years. In the event of termination, the room will revert to exclusive use by EE.

2. Sieg 232. This is a large room, approximately 952 ASF, and currently used as a computer classroom by Electrical Engineering. Both departments have recognized a need for innovative teaching space to support undergraduate and graduate student learning.
 - a. Beginning 1 July 2013 the room will be shared by Electrical Engineering and HCDE as an Active Learning Classroom (ALC).
 - b. Electronic access to the room is via CAAMS, which will be maintained by Electrical Engineering and HCDE. EE and HCDE faculty and staff will have access to this room. EE and HCDE may also appoint other staff, faculty, and graduate students to have access, to support activities in the room.
 - c. A group of faculty from EE and HCDE will jointly agree upon modifications to the room's interior to implement the space as an ALC. The COE is partnering on the remodel of this room. Remodeling, equipment, and furniture costs will be equally split by EE, HCDE, and the COE. EE and HCDE will share costs for maintenance of the facility.
 - d. This agreement regarding Sieg 232 will be for a 3-year time frame and renewable/renegotiable every three years. In the event of termination, the room will revert to exclusive use by EE.
3. No other space is covered by this memorandum.

This agreement is made through delegated authority, and is always subject to modification by direction of the Provost.

_____ Date _____
Vikram Jandhyala
Chair, Department of Electrical Engineering

_____ Date _____
Jan Spyridakis
Chair, Department of Human Centered Design & Engineering

_____ Date _____
Dawn Lehman
Associate Dean, College of Engineering