CONTINUING EDUCATION CENTER • THESIS PROJECT
JOE DE LISLE • BALL STATE UNIVERSITY • 76-77

TABLE OF CONTENTS
# Table of Contents

I. Abstract ................................................................. 3-7

II. Proposal ............................................................... 8-11

III. Introduction ......................................................... 12-13

IV. Project Statements
   A. Adult Education ................................................. 14-16
   B. Overview ......................................................... 17-18
   C. Philosophy
      1. School of Continuing Education ......................... 19-20
      2. Educational Program ....................................... 20-22
   D. Present Facilities ............................................... 23-24
   E. Description of Project ....................................... 25-27
   F. Site ............................................................... 28-30
   G. Validity ......................................................... 31-33

V. Financing ............................................................. 34

VI. Character of Building ............................................ 35-38
<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>VII. General Objectives</td>
<td>39</td>
</tr>
<tr>
<td>VIII. Building Function</td>
<td>40</td>
</tr>
<tr>
<td>A. General</td>
<td></td>
</tr>
<tr>
<td>E. Specific Areas</td>
<td>41-60</td>
</tr>
<tr>
<td>IX. Space Needs</td>
<td></td>
</tr>
<tr>
<td>A. Specific Areas</td>
<td>61-64</td>
</tr>
<tr>
<td>B. Total Areas</td>
<td>65</td>
</tr>
<tr>
<td>C. Percentage Breakdown</td>
<td>66</td>
</tr>
<tr>
<td>X. Site Conditions</td>
<td></td>
</tr>
<tr>
<td>A. Site Photographs</td>
<td>67-70</td>
</tr>
<tr>
<td>B. Climatic Conditions</td>
<td>71</td>
</tr>
<tr>
<td>C. Sun Chart</td>
<td>72</td>
</tr>
<tr>
<td>D. Soil Analysis</td>
<td>73-75</td>
</tr>
<tr>
<td>XI. Location of Site</td>
<td>76-81</td>
</tr>
<tr>
<td>XII. Drawings</td>
<td>82-95</td>
</tr>
<tr>
<td>XIII. Model</td>
<td>96-100</td>
</tr>
<tr>
<td>XIV. Bibliography</td>
<td>101-103</td>
</tr>
</tbody>
</table>
ABSTRACT

Autumn Quarter

The first three weeks of the autumn quarter was designated to developing a suitable program. Lack of data on the subject of continuing education for research purposes was a hinderance. The client could only be specific on administrative offices that would be involved in the project and otherwise was very general in regards to the other areas that might be included in the project.

Site analysis was hindered by the fact that the site was much larger than needed to do the project. Also, the initial consideration of two different sites and the location of a motel in conjunction with the project complicated matters, making detailed research difficult.

The latter part of the quarter was devoted to developing the basic schematic relationships of general spatial areas in regards to the project.
Winter Quarter

The first two weeks of the winter quarter were devoted to reconsidering the initial schematic design for alternative approaches. Investigating several different spatial organizations, it was decided that an L-Shaped design would be appropriate. This would allow each wing to have its own spatial functions, while each could relate to one another by means of a central node.

The initial scheme was an L-Shaped plan that stepped back from the semi-enclosed outdoor area, which only related to the first floor level. This scheme was changed so that all levels of the building could relate to an atrium area, which would relate to a semi-enclosed outdoor area. This would allow for greater visual relationships to occur within the building. The L-Shaped plan developed due to the following reasons:

1. It provided a closer visual and physical relationship between the extremities of the building.
2. It provided the segregation of activities in relation to function and noise.

3. It provided a central node area for both wings to relate to one another.

4. It provided a semi-enclosed outdoor area.

The final scheme utilized the central node area for registration, information, lobby and exhibit. This area was strengthened by a pedestrian bridge defining these spatial functions. First floor level was utilized for large group meetings and dining. Second floor level was utilized for smaller group meetings and the resource. The third floor level was almost entirely devoted to administrative offices due to the fact that they would only be used during the daytime hours and that the majority of the participants would not be visiting these areas. The atrium space allowed participants to relate not only to the various levels and functions of the building, but also it allowed them to relate to the semi-enclosed outdoor area. The outdoor relationship of the atrium space was strengthened by providing interior foliage to blend with the exterior foliage.
The southern part of the site was selected as the best location; so that the building could relate to the major road in this area and to the motel that was proposed to be developed on the other side of this major road. Since the site has drainage problems, a holding pond was developed to meet this problem while also serving as a visual buffer between the building and the major road. The building was stepped back enough from the major road so the site could include the holding pond, and this area would also act as a noise buffer zone.

**Spring Quarter**

The spring quarter was largely devoted to finalizing the design of the building, in regards to spatial and site relationships, and integrating structural and mechanical systems.

The structural system consists of a poured reinforced concrete waffle system. The exceptions to this are the auditorium and the atrium where the roof is framed with steel trusses with steel joists between them.
The heating and cooling systems are located in penthouses upon the roof, each has its own vertical core for air handling ducts. Horizontal ducts run through the voids in the concrete waffle system.
Proposal for the Center of Continuing Education

at Ball State University

Ball State University
College of Architecture and Planning
Prof. Rosenman
Arch. 406
Thesis Design

submitted by
Joseph H. De Lisle II
B.S.U. Mobile Home Court
Lot 463
Muncie, Indiana 47304
PROPOSAL

I have selected the Center for Continuing Education at Ball State University as my thesis project. The reasons for my decision are as follows:

1) Continuing Education is a unique, new concept of education. It offers the public the opportunity to increase their knowledge in their spare time, and people from all walks of life are returning to school. Henry Ford said, "Anyone who stops learning is old, whether this happens at twenty or eighty."

2) The Center for Continuing Education would provide a diversity of relationships. These relationships would include students, administration, community, educational programs, state residents and members of special interest groups.

3) This type of project offers the opportunity to work with a variety of different types of spaces. This facility would include the following areas: office, waiting, conference, auditorium, recreation, storage, mechanical, computer and audio-visual. The approximate area of this facility would be 65,000 square feet.
4) In conjunction with the design of the Center for Continuing Education would be the master-planning of an adjacent commercial motel. It would have a direct relationship with the Center for Continuing Education.

5) Ball State University has applied to the State Legislature for a $25,000 planning grant for this facility. If this grant is approved then it is very likely this facility would eventually become a reality.

6) Dean Joe Rawlings of the School of Continuing Education is currently involved in the process of the realization of this project. The accessibility of a possible solution could serve as an attribute in communicating his ideas.

7) Dean Rawlings, representing Ball State University, acting as the client plus the accessibility of the site are of prime importance. The site is the former Grapo Farm which is now owned by the Ball State University Foundation. The site is situated upon the northwest corner of the McAlliard and Everett intersection.
8) I was a teacher for four years and have an interest in and knowledge of learning techniques that take place within a classroom environment.

9) I have dealt with educational and community centers in previous quarters at school. I am currently working part-time in the University's Planning Department and have worked for a company that specializes in the design of schools.
INTRODUCTION
INTRODUCTION

Continuing education refers to the process of educating and stresses its lack of end rather than its duration. John W. Gardner, former secretary of Health, Education and Welfare, has said: "We have abandoned the idea that education is something that takes place in a block of time between six and eighteen (or twenty-two) years of age. It is lifelong." (7, page 1)

In 1973, the College Board and Education Testing Service sponsored a research survey by the commission on non-traditional study. The purpose of this survey was to determine the learning preferences and experiences of adults. The results showed that 77 percent of the people between 18 and 60 in this country would like to learn more about something. (10, page 3)

This century has marked an increased awareness of education for everyone. No longer is education considered as being limited to the childhood years. In 1972, programs outside the regular school have already
had over 44 million adult participants. It is estimated by the Educational Policy Research Center that by 1976 this figure will surpass 82 million. In 1969, the United States Office of Education revealed another pertinent fact. Those enrolled in an organized continuing education program counted for 10 percent of the population of age 17 or over - or 13.1 million people. Enrollments in these programs, since the mid 1960's has continued to accelerate at a rapid pace, more than doubling in many communities. (2, page 3)

Ball State University realizes its commitment to the field of continuing education and the increasing demand for such programs by the community. Presently, departments related to this field are located in several different buildings around the campus. The university recognizes the need for a facility that would incorporate these departments and is now considering the existence of such a facility. It is the intent of the author to program and design such a facility for Ball State University.
"Adult education is not a new development. There were evening literacy classes in the early eighteenth century in England in which adults were taught to read the Bible. The industrial revolution brought with it social reforms which included the organization of mechanics' institutes and people's colleges to aid the worker in broadening his cultural horizons as well as in increasing his technical skills. In the mid-nineteenth century in Denmark, the Danish folk high schools were established and soon spread throughout Scandinavia. Immigrants from Scandinavia attempted to continue this concept in the United States, however to no great extent. Also during this era the Lyceum lecture series Chataugua tent shows, the Chataugua Institution in New York State and adult summer camp meetings all made significant contributions to providing education for disadvantaged adults." (3, page 5-6)
"The residential adult colleges in England have developed largely since 1945. There are about two dozen short-term colleges; there are some that have longer programs serving as a basis for academic credit. The clientele is made up of a wide range of citizens in terms of age and educational background. While the service is primarily concerned with local and regional clientele, many international students are served. Liberal studies form the backbone of the programs with studies related to various crafts and professions fanning out to the periphery.

The needs of clientele are determined informally in most instances. Feedback from classes and questionnaires given before they leave is the principal method used. "Open courses" are those offered by the college to the public at large for refreshment and personal enrichment. "Closed courses" are those offered by the college for a specialist group or the members of an organization or employees of
"In the United States the most significant university related form of adult education has been that of "continuing education." Although only the center at the University of Minnesota was established prior to World War II, continuing education centers have been established across the country. A great number of these centers have been sponsored and at least partially funded by the W. K. Kellogg Foundation of Battle Creek, Michigan. The Foundation had given over $80 Million in helping to expand the continuing education movement by 1968." (3, page 7)
OVERVIEW

At Ball State University during the period of July, 1974 to June 30, 1975, there were a hundred and one conferences held with a total attendance of 31,693 persons. During the eight month period from July 1, 1975 to February 29, 1976, there were sixty conferences held with a total attendance of 19,052 persons. Currently during September and October of 1976, there are thirteen conferences scheduled with an expected attendance of more than 2,800 persons. For many of these people this is their first experience with Ball State University; therefore, it is desirable that this first exposure with the university be a favorable one. Consequently, many of the conference planners might consider using the university's facilities on an annual basis. Also, the majority of those consider the university for their future education. (5, page 1)

Dean Rawlings, in a report entitled "Educational Facilities Required for Improved Services to Our Increasing Adult Clientele," stated that, "Our flexibilities are severely restricted by the lack of designated,
accessible spaces for continuing education programs. Further, such facilities are generally restricted in Indiana. The University of Notre Dame, and the home campus locations of both Indiana and Purdue Universities offer fine programs in good facilities but because of geographical location do not serve well the continuing education needs of the eastern half of Indiana." (11, page 4)
PHILOSOPHY - SCHOOL OF CONTINUING EDUCATION

"To extend the services and marshal the resources of the university in helping to fulfill the wants and needs of individuals, business, and institutions which lend themselves to educational treatment are the objectives of continuing education. Service in extension and continuing education involves research, programming, teaching, and effective delivery systems.

Types of activities through which these broad purposes find expression include continuing education programs of five kinds: evening and Saturday classes for residence credit, off-campus classes for residence credit, independent study for individuals for regular credit, and special adult education programs which may offer optional credit. Noncredit programs are also developed, and the continuing education unit (C.E.U.) is available for measurement of individual participation in certain noncredit programs.
The development process of involving community groups and citizens in problem identification, analysis, study, and formulation of alternative solutions and their possible consequences provides the base for community action programs to utilize most effectively the educational resources of the community and those of the university.

Finally, there is a broad range of contractual services available to qualified units such as school systems, businesses, industries, governmental agencies, and communities." (4, page 10-11)

Educational Program

"The program should be contemporary and very flexible. The subject matter offered should be primarily noncredit so that the pressures of "getting a good grade" or "passing the course" are not present. The program should respect the time factor and should strive for maximum individual participation.

"The residential program needs to be related to the continuing
learning of the individual which is taking place elsewhere in his formal study, in his vocational setting, or in his family and community living. It does not stand alone so well as it stands when related to other media for learning. It is at a special advantage when related to the evening college courses, an individual purpose, to correspondence courses, to reading programs, to professional development or to personal growth programs of the participants. Hence, close association with continuing education activities of the University is a necessity.\(^1\)\(^{1}\) (3, page 13)

"The educational function of the center must be varied, but continuous in all aspects of the center: residential, learning, meeting, conference, and administrative. The center should have capacity for both highly technical and highly informal learning through technological equipment and media. It should deal equally with both credit and non-credit learning."
It should provide for both large group and individual learning activities. However, the programs cannot and should not be inclusive within the center. The center should use the campus facilities and faculty effectively in its educational programs. These programs should naturally be as flexible as possible.

"The special emphasis upon educational goals must provide the time needed by the participants for personal reflection, interaction with other people, reading and creative work, and informal contact with the instructive personnel. The total program should result in a clearer view for the participant of the knowledge, skills, and attitudes prerequisite to the next steps along the path of lifelong learning." (3, page 22)
PRESENT FACILITIES

Currently, the facilities that are available for conferences are Kitselman Center, L. A. Pittenger Student Center, John R. Emens College-Community Auditorium and its adjacent Ball Stat Theatre, University Hall and the Futura Winnetriesta Center.

Kitselman Center

The Kitselman Center has five areas in which conferences may be held in groups ranging from ten to sixty. It also has dining facilities for ninety guests in three different areas. It can accommodate forty guests for overnight lodging in dormitory-style rooms. However, this facility is often not available and cannot accommodate several conferences at one time. (4, page 4-5)

L. A. Pittenger Student Center

The student center offers the best all-round facilities for conferences. It has five areas in which large groups of 100 to 500 persons may meet and several smaller meeting areas. It has private
dining and banquet space for 10 to 600 people. It also has 26 guest rooms. However, this facility is a student center and not a conference center.

Erona Auditorium, Ball State Theatre, University Mall

Each of these facilities offer large group seating: 3600, 417, and 900 respectively. The seating in these facilities is fixed and doesn't offer the flexibility that a flat area would. These facilities are at a disadvantage in that smaller meeting areas are not readily available.

Minestrista Center

This center will be very similar to the Kitzelman Center. This facility will be used for conferences and continuing education classes. It will have the same limitations that the Kitzelman Center now poses. Both facilities are located in residential areas and are very conducive to small conferences.
DESCRIPTION OF PROJECT

For several years, Ball State University has been considering the possibility of a continuing education facility with its main emphasis upon conferences.

In a letter to President John Pruis, Dean Joe Rawlings recommended that, "...the university move with dispatch toward the establishment of a university conference center and housing complex..." Dean Rawlings continued to describe the conference center and the housing complex in saying, "I believe we need to provide for food and lodging on a private basis, perhaps through an attractive lease which could be negotiated with Ball State University Foundation. I hope we can attract a national chain, perhaps a midwestern Hilton might be located in that area, or at least an organization with an ongoing national publicity and marketing campaign."

"Adjacent to the hotel facility I would recommend that the university build a conference center wherein complete educational facilities
would be available for large and small group instruction and a connection
would be made with the Indiana Higher Education Telecommunications System.
I would expect the director of conferences and at least two conference
 coordinators to be housed there along with space for secretarial support
and conference planning activities." (1, page 1)

Ball State University is currently applying to the State Legislature
for a $25,000 planning grant for this facility. Included in the
application for funds was a description of the project which stated,

"A modular design structure is proposed in the northern
section of the campus. The size of the building is to be
determined upon the completion of an analysis of the
considerable demand already exhibited for such a
structure. It is anticipated that the proposed facility
could be integrated with a possible motel complex which
may be constructed by private developers." (22, page 54)
Also, in a discussion regarding the conference facility, it was noted that Dr. Craddock felt that "even though new facilities are built, an operational unit should be maintained on the central campus. Present facilities of the student center and Ketselman Center can still be used." He went on to say that he wanted to see "increased programming for the elderly and this should be considered in the construction of the new facilities in regard to space and equipment." (18, page 5)
"Dr. Michael's rationale for the proposed site location follows:

The projections of Tillotson and McAllister with connections to Indiana Highways 67, 32 and 3 and U.S. Highway 35 make that intersection the first truly accessible site on the Ball State campus. There has been talk that the I-69 access route would be located in that vicinity. Access to all the Ball State service areas would be at a maximum, a most important factor in extension and continuing education work.

It would seem logical that chain motel companies could be interested in locating in the vicinity of the intersection. Such a motel facility would provide overflow hotel services to our programs and to general university activities as well. Continuing education specialists are recommending location near such motels when possible rather than university-owned hotels.
As indicated in our space-needs memo of January 17, 1969, there is no overriding necessity for offices to be near central administration.

On the other hand there are good arguments to have such residential facilities out of the flow of day-student traffic. Part-time students and the general public have more ready access to the services they seek, fewer parking problems, and a quiet atmosphere in which to pursue their study.

In a peripheral location, unpredictable needs for expansion are more readily met. There is reason to believe the needs for residential adult programs and other extended services will grow in geometric proportion to those which we now recognize in program realities.15

Another advantage to choosing the site is that the 30-acre site was recently donated to the Ball State University Foundation and is presently owned by
them. The Foundation presently owns the Kitselman Center and is quite enthusiastic about a new Continuing Education Center. Mr. Perk Robins, Director of Development for the Foundation, indicated that the site would probably be donated for this type of development." (3, page 11-12)
VALIDITY

The present facilities on campus do not adequately provide for the needs of a large conference by themselves. Many of the large conferences on campus use a combination of these facilities which means traveling from one place to another resulting in a loss of time and organization. Accommodations for overnight lodging is lacking during the academic year and most people will stay in a motel; however, the closest motel is some distance away from the campus and is difficult to find.

These facts are clearly brought to light in a letter to Dear Rawlings from Carolyn Boston, in which she stated the following:

"We had several workshops throughout the state during the past year. The only one we scheduled at the university is described on your survey. Our participants had many complaints about reaching the university from I-69 and thus it has been decided not to have further workshops at the university."
A few persons decided to stay overnight after the workshop and were not satisfied with the location of motels. The only one close is the Quality Inn and even it is hard to find if you are not familiar with the area.

Better facilities for conference and workshop situations are needed as we see it from our planning experience." (15, page 1)

The Department of Continuing Education has its administration located in a renovated house on North College Avenue. Its present facilities are inadequate and the location is difficult to find if one is not familiar with this area. The Office of Conferences and Special Events is located on the third floor of the student union building. These two administrative functions are closely related to one another and should have a closer physical relationship for means of communication.

In Ball State University's application for planning funds of a conference center, the justification of the project was as follows:
"Muncie's central geographic location makes it a natural site to serve the conference and special meeting needs of east central Indiana. In the past few years the university has developed a strong academic base in many disciplines. Those in local communities are increasingly recognizing the potential for conference type activities for business and industry, social agencies and interested individuals. The proposed conference center will provide a base of operations for conference and meeting activities in this region." (22, page 54)

Therefore, it is imperative that a new facility be established that would provide the most up-to-date accommodations for large conferences and house the appropriate administrative functions for this facility. Furthermore, the possibility strongly exists that when state road 332 is completed to I-69, a commercial motel complex will be established somewhere on the northwest side of Muncie. It could be to the benefit of both parties to have a close relationship between these facilities.
FINANCING

Building

"The sources of funding the proposed facility are rather nebulous at this point. The following is a statement by Dr. R. E. Michael, Director of Extended Services, in a report of May 19, 1969.

'Foundation and other private sources as well as Federal sources will be reviewed for possible funds for construction based upon the above studies and preliminary plans.'" (3, page 47)

Land

Value - "The land was assessed at $240,000 ($3,000 per acre) in an article in the Indianapolis Star, December 31, 1967. The land was a portion of the Grano Farm and was donated to the Ball State Foundation." (3, page 47)

Ownership - "As previously mentioned in this paper, the site is presently owned by the Ball State University Foundation, and would probably be donated to the University for development of this project." (3, page 47)
CHARACTER
CHARACTER OF BUILDING

The center for continuing education would be one of the most unique buildings at Ball State University. For many people, this will be their first encounter with the university. It is desirable that it would be a favorable one.

Presently the administrative functions for community education programs are located in several different locations and are not easily accessible to the public. This building would provide a central location for these functions and would be easily accessible to the public. Community involvement with the university would be increased due to their association and familiarity with this building housing their needs. They could associate with this building, because it is meant for them. It would be imperative that this building would function well, because it would become a focal point for continuing education and conference programs.
The building would be easily accessible to all those that would have need of its facilities. The site is located on the northeast corner of the intersection of Everett Road and McCalliard Boulevard. McCalliard Boulevard is presently four lanes. In three years, it is expected that it will extend to I-69. It would then serve as the main access to Ball State University. Also, it is expected that the Muncie By-Pass will be close to the site. This will provide easy access for those approaching the site from other than I-69. The building will be readily seen by those approaching Muncie by McCalliard Boulevard; therefore, it should be an attractive and exciting building.

The building should provide an atmosphere of security for those using the facility for the first time. The site is not located upon the main campus but in an agricultural and residential neighborhood which should relieve some of the visitor's anxiety. The proposed adjacent motel will provide a familiar environment and should have a strong relationship with the building. Trips to the main campus will most
likely be in groups which will also provide an atmosphere of security. The building should be built with residential scale in mind, preferably not over three stories tall. Within the building, the scale should be humanistic and provide spaces that are conducive to social interaction.

The adjacent hotel should provide appropriate banquet, bar, room, and recreational facilities for the conference center. A close relation, physical or psychological, between the two facilities should be established.

The new service and stores complex would be located across Everett Road from the facility; therefore, transportation vehicles will be available for guests, and it can also service the facility. Overflow traffic to the facility may be accommodated in the stadium parking lot which is only a block east of the site. Athletic fields just southeast of the site could be used for special events throughout the year. Also there is the possibility of renting the enclosed tennis facility that is just west of the site for special events.
Future planning in this area includes the extension of Tillotson Avenue to Everett Road. This may be incorporated into a loop pattern for bus transportation to service the facility. The university is considering the construction of a holding pond to the north of the site for the purpose of providing suitable drainage of the surrounding land. This could provide an excellent setting for fishing, picnicing and relaxation. There also exists the possibility of the construction of a university owned golf course in the vicinity of the proposed holding pond.
OBJECTIVES
CONTINUING EDUCATION CENTER • THESIS PROJECT
JOE DE LISLE • BALL STATE UNIVERSITY • 76-77

GENERAL OBJECTIVES

1. To establish a new center for the Department of Continuing Education at Ball State University, which would provide the residents with appropriate educational services.

2. To provide a facility that would serve alumni, professionals and residents in the acquisition and comprehension of information and knowledge, within their related fields of work.

3. To provide a facility that would establish and coordinate programs in continuing education for the community's enrichment and leisure-time experience.

4. To establish this facility as a major instrument for teaching adults by means of providing an environment which will encourage communication and learning.

5. To establish a closer relationship between residents and Ball State University, so that each is aware of the others needs.

6. To create an efficient, informal, sometimes intimate, environment through the effective use of site, space, form, materials, color, texture, scale, circulation, structure, landscape, applied graphics, signs and symbols.

7. To provide this facility, which houses the administrative functions of the Department of Continuing Education and Mid-American Conference Center, with a close relationship to an adjacent motel complex.
FUNCTIONS
BUILDING FUNCTION

General

The Continuing Education Center would have two primary functions. First, the center should provide for activities that are conducive to adult learning. Second, the center should provide administrative facilities for the offices of extended services.
ENTRY AREA

This area should permit easy access for those using and visiting the facility. The major entrance to the site should be free from dangerous traffic conditions, and other objectionable exterior surroundings. Provisions should be made for safety and ease in loading schoolbuses and other vehicles. It would be desirable to have a covered entrance area for this purpose. Avoid surfaces which are slippery under foot when wet. Handicapped ramps should be provided when needed. It would be desirable to minimize the number of steps required to exit from the building in case of fire or some other emergency; therefore, exits should be designed to discharge as near the grade level as possible.
LOBBY AND WAITING AREA

This area should be the most "public" space in the center. This space should provide direct and easy access to the major areas of activity. This area should contain a diversity of stimuli - through the varying use of form, light, color, symbol, and scale to involve the visitor's with their environment and relieve the anxiety of waiting. The receptionist/secretary or someone on the staff should have a clear view of the front entrance allowing for full view of those entering or leaving the area. This area should provide a relaxing atmosphere for one-to-one or group socialization.

If a secretarial office is not conveniently located in this area then a registration/information desk may be required. If the waiting area is separate, it should be convenient to the lobby and information desk.

Public toilets, a public telephone, and a drinking fountain should be conveniently located. Since it is desirable to have adequate display space and facilities to inform visitors of programs and events, then bulletin boards and display cases may be provided.
DISPLAY - EXHIBITION AREA

This area provides a space for displays and exhibits. The content of this area may change due to the varying interests of participating groups, up-coming events or the featuring of a selected program. This area might include some form of sculptural/visual display that would involve those visiting and using this facility. This area should be located within easy viewing distance from the main entry and registration area.
RESTROOM AREA

Restroom areas for the public and administration must be provided. Public restrooms should be located adjacent to, but preferably not opening into, the waiting areas. Private restrooms for use by the administration may be near the administration offices or instructional areas.

Stall enclosures are required for water closets to insure privacy. Grab bars and other features for the physically handicapped should be provided where necessary for assistance and safety. Access from a wheelchair should be possible.
REGISTRATION-SECRETARY AREA

The function of this area is to register, co-ordinate and inform those using and visiting the facility. This area should accommodate large groups of people to register in a short time. This area should be located to permit observation and control of the entry and waiting area. This area should have space provided for an intercom or public address station and for limited records or a card file. Facilities for distribution of staff mail and communications may be provided in this area.
LARGE GROUP INSTRUCTION AREA

This should be an area for learning in large groups. This area should be conducive to conferences, lectures, meetings, discussions, movies, slide shows and entertainment. The capacity of this area should be approximately 400 people. If this area was equipped for subdivision into smaller areas, it would permit versatile use by small groups for diverse functions.

If fixed seating is provided in this area, then care should be taken that each chair would have a desirable view of a centralized area. If fixed seating is not provided in this area, then adequate storage should be easily accessible for chairs, tables and possibly a portable stage or platform. A combination of both may be desirable in order to have flexibility and visual access of the space.

A fixed movie screen that could be lowered when needed would be convenient. Portable projectors, television sets, and similar equipment will provide a more convenient and versatile arrangement in the use of this area. Storage should be easily accessible for this equipment.
It may also be necessary to store mockup furniture, bulky instructional aids, portable tackboards and chalkboards, display panels, audio and visual aids, and a wide variety of items.

An audio-visual area or projection booth may be included in this area. It would serve to control the audio and visual parts of a conference.

A location convenient for public access is desirable and an adjoining patio for outdoor activities may be considered.
CONFERENCE AREA

The purpose of this area is to provide a learning space in which people may exchange ideas. There will be a minimum of twelve conference areas within the facility. These areas will vary in size, furniture and equipment in order to meet the various spatial needs of the users. These areas may be provided with movable partitions so that they can provide smaller conference areas.

The conference areas will be used for individual and group counseling, staff meetings, conferences, community meetings and possibly continuing education classes. In addition to conference tables and chairs, provisions should be made for bookshelves, a tackboard, chalkboard, and a cabinet or closets for coats and possibly for storing literature, a projector, and similar items. It may be desirable to make provisions for serving coffee and light snacks. These areas may be equipped with either fixed or portable television sets that would be specifically for instruction.
COMPUTER EQUIPMENT ROOM

This area should be directly linked into the central computer on campus. Use of this satellite station would be by means of a telephone and typewriter. This area would be available for administrative purposes and computer technology courses. In regards to the administrative purposes, use of this area might be the scheduling of courses and conferences, registering visitors and documenting the receipt of fees.
TV STUDIO

The primary function of TV studio is to aid and reinforce the learning programs of the center. It should be a self-contained station that could tape programs for use during conferences. The other universities' stations such that a conference at another university could be broadcasted at this facility. This would allow more people to observe conferences without incurring large costs in traveling expenses. Tapes of all conferences would be stored in the library facilities and would be available for viewing by interested participants. This studio would be in conjunction with the Ball State Communications Center on campus.
RESOURCE AREA

This area would function as an extension of the Bracken Library. It would contain a small collection of reading material that would be pertinent to the subject area of various conferences and adult education courses. This type of material would change according to need. Other types of reading materials such as paperback books, newspapers and magazines would be available.

This area would be for relaxation, reading, and for learning. This area should contain a reading area, study areas, book shelf areas, storage areas and a check-out counter. Also areas may be provided for the viewing of tapes of previous programs and conferences.
ADDITIONAL OFFICE AREA

The purpose of this area is to house the administrative functions that are vital to the operation of this facility. This area should provide the administrative functions with close relationships; however, the relationships between these functions are not apparent. These relationships are overlapping in respect to the center, university, and each other which the following three documents try to illustrate.

Continuing, this area should be located close to the main entrance of the building, since those that have business with this facility will first come here. Faculty offices should be adjacent to a large central office which would accommodate secretarial and clerical staff. The central office may also be a repository for all departmental records, a reception center, and a waiting room for individuals who have business with the department.

A counter should separate the central office from the reception-waiting room area. The reception-waiting room should open into the main corridor of the building. Storage should be provided for office supplies.
THE UNIVERSITY

CONTACTS COMMUNITIES

THROUGH IT'S OWN WISDOM OF EXTENDED SERVICES

INDIVIDUALS

GROUPS - INSTITUTIONS INDUSTRY

PEOPLE

CONCERNS - NEEDS ASPIRATIONS CONDITIONS

THE COMMUNITIES REFLECT THEIR

AND THE IMPACT OF THE PROJECTS ARE EVALUATED TO BENEFIT THE FUTURE ACTIVITIES OF THE UNIVERSITY

THROUGH NON CREDIT CLASSES EXTESTED SERVICES CREDIT CLASSES

COMMUNITY EDUC. DEVELOPMENT SEMINARS INDEPENDENT STUDY

THROUGH EXTENDED SERVICES

13
SYSTEMS APPROACH

OFFICE OF EXTENDED SERVICES

EXTENSION CLASSES

FIELD CONTACT OFFICE
CENTRAL MANAGEMENT OF SUBSYSTEM
PROGRAM DEVELOPMENT AND COORDINATION

INSTITUTE FOR COMMUNITY EDUCATION DEVELOPMENT

RESEARCH AND APPRAISAL

INDEPENDENT STUDY

RESIDENTIAL ADULT EDUCATION

COOPERATION WITH OTHER COLLEGES AND UNIVERSITIES

EVENING AND SATURDAY CLASSES

BALL STATE UNIVERSITY
and records. The administrative head of the department should have his office in or near the administrative suite and close to a conference room. His office should be large enough to accommodate an executive desk, a number of chairs, a file cabinet, and a small work table. Restrooms and a small cloakroom should be located near the conference room. Both the upholstery and walls of the conference room should be finished in light, attractive colors. It may be desirable for the conference room to have limited kitchen facilities.

Since administrative activities occur only during the daytime hours and the building's other functions occur for a longer period of time; it may be desirable to locate the majority of the administrative functions at an upper level, leaving only the building's administration next to the main entry. This would allow more room on the lower levels for conference areas.
DIVING AREA

This area should be a multi-functioning space. Its primary purpose would be to serve as an area in which the participants could eat their meals or obtain a cup of coffee or a sandwich during a break. It could also serve as a meeting area if required. The atmosphere of this area should be casual and conducive to informal discussions among the participants. It should be located such that it is easily accessible to the participants. It would be desirable that this area would have a close relationship with the outside environment.
MECHANICAL EQUIPMENT AREA

This area accommodates boilers, chillers, heater, pumps, and handling units and other various mechanical equipment for the building. Design of the system should include space to facilitate repair and maintenance. Future expansion and modification of the system to meet changing program needs should be considered. All systems and equipment should be installed in accordance with the requirements of applicable state and local codes. Care should be taken in consideration for the design of the system and selection of equipment to prevent injury and to provide suitable temperature, humidity and odor control.
ELECTRICAL EQUIPMENT

This area would facilitate transformers, generators and main switchboards of the building. The basic principles of electrical systems and equipment for a facility, including compliance with applicable codes, would apply to this building.

Wiring for all electrical systems including that for electric power distribution, intercommunication, public address, radio, and television should be contained in metal raceways installed so as to protect one from shock, as well as to protect the system's wiring fire alarm systems and emergency lighting of exitways are required.