Date: April 13, 2004

To: Advisory Committee on Space Members

From: Scott Shader
Director

Re: April 5, 2004 ACS Meeting Minutes

Attendees: Dean Richard Andrews, Lori Franz, Ann Korschgen, Mike Prewitt, Brenda Selman, Scott Shader (Chair), Ted Tarkow, Bob Unrath, William Wiebold and Lisa Wimmenauer

Absent: Mike Devaney, Michael Kyd, Dave Dunkin, Ann Korschgen, Larry Linneman and Joey Riley

An Advisory Committee on Space meeting was held on Monday, April 5, 2004 at 1:30 p.m. in room W1001 in the Engineering Building East and following was discussed.

1. **Dean Andrews Committee Service**

Scott Shader indicated that Dean Andrews’ 3 year term on the Advisory Committee on Space was expiring in May 2004. Scott thanked Dean Andrews and applauded his efforts on the Committee and indicated he would be missed.

It was noted that Provost Deaton has sent a note to the Dean’s Council asking for nominations to replace Dean Andrews on the Advisory Committee on Space. Scott Shader indicated that he hoped to have the newly appointed Dean available for the May 2004 ACS meeting.

2. **Acceptance of the March 2004 ACS Classroom meeting minutes and the Incubation meeting minutes**

Scott Shader noted that there were no changes to the March 2004 Incubation meeting minutes. Brenda Selman stated that she had one recommended change to the Classroom meeting minutes.

**Recommendation:** The ACS approved the incubation meeting minutes as submitted and delayed a vote on the ACS Classroom minutes till May 2004 so that Brenda Selman’s revisions could be incorporated into this document.
3. “Draft” Class Relocation Guideline
Ted Tarkow began the discussion by going over the draft guideline that would allow for the Registrar’s office to relocate courses as needed, to allow for a more effective utilization of all teaching facilities at MU.
This draft guideline would allow for the Registrar’s office to formally have the authority to move classes around as needed, schedule the largest classes in the largest rooms and allow for the negotiated use of departmentally controlled facilities to be utilized by the campus on an as-needed basis.

Recommendation: The ACS asked Scott Shader to work with Ted Tarkow to revise the draft guideline to include a statement that would prohibit any departmentally controlled facilities to be converted to another purpose without prior approval from the ACS and CRC. Also, it was recommended that the current course scheduling guidelines that exist be attached as an agenda to the new guideline for reference. Scott Shader stated that once the draft guideline was revised he would re-submit it to the ACS Committee for any further comments including the Committee’s recommendations to CRC.

4. Other Classroom Related Topics that were Discussed
A. Space Planning will be conducting the 2004 Instructional Space Survey to gather updated classroom utilization information on the teaching facilities at MU. The survey will start May 1, 2004 and go through June 30, 2004.
B. Scott Shader handed out an update listing of the departmentally controlled classroom to the ACS. It was suggested that Scott Shader eliminate the rooms that seat less than 15 students and that he send this updated list to Lori Franz for her to share with the Undergraduate Dean’s Council.

5. Due to the lack of time the following issues were deferred to the May 2004 ACS Meeting.
A. Impacts on classroom utilization
B. Health Science Center Classrooms
C. Maintenance of Classrooms
D. Classroom Security

The meeting adjourned at 3:00 p.m.

CC: Provost Brady Deaton