

Date: August 24, 2004

To: Advisory Committee on Space Members

From: Scott Shader
Director



Re: **August 17, 2004 ACS Meeting Minutes**

Attendees: Michael Devaney, David Dunkin, Tom Kyd, Brenda Selman, Scott Shader (Chair), James Thompson, Bob Unrath and William Wiebold

Guests: Jenifer Glasgow, Mike Prewitt and Lisa Wimmenauer

Absent: Lori Franz, Kim Hull, Carla Klein, Ann Korschgen, Larry Linneman and Ted Tarkow

An Advisory Committee on Space meeting was held on Tuesday August 17, 2004 at 2:00 p.m. in Room 249 of Engineering Building West and the following was discussed.

1. Acceptance of the July 29, 2004 ACS Meeting Minutes

Scott Shader indicated that there were no recommended changes to the July 29, 2004 ACS meeting minutes as submitted.

Recommendation: The Committee approved the meeting minutes as submitted.

2. Classroom Utilization Policy

Scott Shader began the discussion by introducing the Classroom Utilization Policy. He outlined the basis for the policy as well as mentioned the areas the policy was to address. The policy was reviewed in detail and several changes were suggested. The Committee agreed to change the Station Utilization percentage from 60% to 70% which brings the standard for MU higher than the national average. The Committee also discussed the desire to include teaching facilities within any newly constructed buildings at MU. Lastly, ACS decided to add to the policy, that the Registrar's Office would have the right to relocate courses to other appropriate locations as well as times on campus as needed to fit the best interests of the University.

Recommendation: The Committee agreed to approve the Policy after the recommendations have been made and after the Committee has a final review of the revised document by e-mail.

The meeting adjourned at 3:00 p.m.

CC: Brady Deaton
Lori Franz