Date: March 22, 2004

To: Advisory Committee on Space Members & Classroom Utilization Group

From: Joey Riley
Assistant Director

Re: Meeting Minutes

Attendees: Dean Richard Andrews, Mike Devaney, David Dunkin, Joey Riley, Brenda Selman, Scott Shader (Chair), Bob Unrath and Bill Wiebold

Guests: Lori Franz, Ann Korschgen, Larry Linneman, Mike Prewitt and Ted Tarkow

Absent: Michael Kyd, Carla Klein, Lisa Wimmenauer and Steve Winters

An Advisory Committee on Space meeting was held on Monday, March 1, 2004 at 1:00 p.m. in room 249 within Engineering Building West and the following was discussed.

1. Classroom Utilization Analysis Discussion Continued:

This ACS meeting included the expanded group which includes an ad hoc Committee formed last fall. The entire meeting was spent on the continued conversation of classroom utilization. Scott Shader distributed a handout to ACS members and guests. The handouts included a list of all departmentally controlled classrooms on campus and a survey supplied by Brenda Selman of various questions answered by the AAU’s on classroom utilization issues. Scott Shader handed out an outline of ACS Instructional topics and the following was discussed:

1. Should Space Planning conduct a 2004 Instructional space study?
Scott Shader stated that the purpose of this survey is to obtain the number of contact hours by type of space required and to measure the amount of space needed by room type for the instructional activities offered by department.

Recommendation: ACS agreed that there is a need to conduct a FY2004 Instructional Survey. Space Planning and Management has in the past conducted this survey every two years, but because of a shortage in staff, has not been able to distribute the survey to the campus since 1999. The Committee suggested that additional instructional information needs to be captured on the Instructional Survey such as Teaching Laboratory, Equipment Requirements or if the Laboratory deals with living tissue. Scott Shader agreed to revise the survey and
email it to the Committee members to review for comments. The FY2004 survey would be distributed in April with the annual Space Inventory Survey.

2. **Departmentally controlled classrooms/should they all be in the general pool?**
Scott Shader distributed data handouts of the departmentally controlled classrooms for review by the Committee. Several possible corrections of the ownership of the classrooms were indicated by the Committee members.

**Recommendation:** Space Planning and Management investigated a couple of classrooms that the Committee members suggested might not be departmentally controlled. Also, Space Planning added the new classrooms and class labs in the new Life Sciences Center and the Virginia Avenue Residence Halls. The updated departmentally controlled list would be emailed to the Committee for review and comment at the next ACS meeting.

3. **The following topics were deferred for the next ACS meeting because of time restraints**
- Impacts on Classroom Utilization
  - a. Condition of Facilities
  - b. Time of day utilization
  - c. Station utilization
  - d. Addition of new facilities to the general classroom pool
  - e. Construction of new teaching facilities
  - f. Enrollment growth
  - g. Technology in the classrooms
  - h. More web based courses
  - i. Classroom capacity
  - j. Teach earlier in the morning and later in the afternoon
  - k. Offer more courses in the evening

4. **Maintenance of classrooms**
The Committee members all agreed that all of the campus which includes the Health Science classrooms, minus those under the hospital, should be included in the evaluation of the utilization of classrooms.

**Recommendation:** Scott Shader stated that he would include inventory information on these classrooms and combine these classrooms with the revised classroom list that will be discussed at the next ACS meeting.

5. **Classroom security issues – Discussion Deferred**

The meeting adjourned at 3:00 p.m.

CC: Provost Brady Deaton