Date: May 11, 2004

To: Advisory Committee on Space Members

From: Joey Riley  
Assistant Director

Re: May 3, 2004 ACS Meeting Minutes

Attendees: Dave Dunkin, Michael Kyd, Joey Riley, Brenda Selman, Scott Shader (Chair), Dean Thompson, Bob Unrath and William Wiebold

Guests: Kim Hull, Carla Klein, Larry Linneman, Mike Prewitt, Ted Tarkow and Lisa Wimmenauer

Absent: Dean Richard Andrews, Mike Devaney, Lori Franz and Ann Korschgen

An Advisory Committee on Space meeting was held on Monday, May 3, 2004 at 1:30 p.m. in room 249 of Engineering Building West and the following was discussed.

1. Update on Dean Andrews Replacement on ACS Committee

Scott Shader announced that Dean Richard Andrews 3 year term on the Advisory Committee on Space expired May 2004. Scott Shader thanked Dean Andrews for his service on the Committee and announced that his replacement picked by Provost Brady Deaton was Dean James E. Thompson from the College of Engineering. The Committee welcomed Dean Thompson to the ACS.

2. Acceptance of March 2004 ACS Meeting Minutes

Scott Shader stated that the recommended changes to the March 2004 ACS meeting minutes were completed and resubmitted to the ACS committee for review.

Recommendation: The committee approved the March 2004 meeting minutes and asked that Scott Shader put a copy on the web for public retrieval.
3. Acceptance of the April 5, 2004 ACS Meeting Minutes

Scott Shader indicated that there were no changes made to the April 2004 ACS meeting minutes as taken by Scott Shader.

**Recommendation:** The Committee approved the April 2004 meeting minutes as submitted. Scott Shader stated that he would put a copy on the web for public retrieval.


The Committee reviewed a revised draft of the Class Relocation Guideline that was discussed at the April 5, 2004 ACS meeting. The Class Relocation Guideline 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.

**Recommendation:** The ACS asked Scott Shader to revise the draft guideline by removing “at the same time” from the first paragraph of item number 1. Also, the ACS wanted to make it necessary to submit a space request through the committee prior to approval per policy on campus. They also requested the need to add a seating limit of 20 or less classroom. After reviewing topic number 6 on the agenda, the committee suggested that item 5 be removed from the guideline and added to the “new” policy Scott Shader would draft.

5. Bingham Dining Hall – Use as a Classroom – Update

Scott Shader stated that Residential Life has agreed to loan the north side of the main dining room (room #200) for temporary classroom space. Residential Life has agreed to loan this space for 1 to 2 years. At the end of this time Residential Life will evaluate their need for this space. This space can seat up to 75 students.

**Recommendation:** ACS asked Bob Unrath to bring back to the Committee a cost estimate for the temporary partitions, internet service and overhead projectors needed to begin classes in Bingham Dining Hall at the next meeting in June 2004 for discussion. Also, a space request form should be completed by Brenda Selman regarding their request for the Bingham Hall Space.

6. Continued Discussion of the Outline of ACS Instructional Topics

Scott Shader reviewed the outline of the ACS Instructional Topics with the Committee.

**Recommendation:** The ACS agreed that an additional guideline was needed to address the remaining topics. Topics 1,2 and 5 as well as item 5 from the Guidelines for Relocating Classes Due to Student Enrollments or Other Institutional Priorities. Scott Shader stated that he would draft a policy for the Committee to review at the June 2004 ACS meeting.
7. **ACS Meetings over Summer 2004.**

Scott Shader asked the Committee if they would like to meet during the summer. The Committee agreed to meet the first Wednesday in June 2004, July and August Meetings would be scheduled on an “as needed” basis.

8. **New Committee Recommended Topics for Fall 2004.**

This topic was deferred for the next ACS meeting due to the lack of time.

The meeting adjourned at 3:00 p.m.

CC: Provost Brady Deaton