

***Associate Deans-Support Unit Administrators  
Space and Projects Working Group  
Meeting Minutes***

April 19, 2018

1:00 pm

ARTS228

**Members Present:** Joe Alexander, Patrick Newell, Melody Stapleton, Frank Li, Tom Ussery, Jed Wyrick, Kate McCarthy, Tom Rosenow, Ken Chapman, Matt Thomas, Karen vonBargen, Mike Magrey, Sharon Barrios, Richard Tafalla

**Members Absent:** Dave Daley, Debbie Summers, Steve Robinow, Clare Roby, Mike Guzzi, Jessica Bourne, Jennifer Aceves, Jennifer Mays, Jim Pushnik

1. Call to Order – 1:05
2. Approval of Minutes from 3.15.18 - approved
3. New Business
  - a. Discussion Items
    - i. Space Utilization Discussion
      1. Tom sent a spreadsheet of lecture space information for the group to review prior to this meeting. The shaded lines are current information and the non-shaded lines reflect the CO's standards. This hasn't been looked at in quite some time and it needs to be updated with objective criteria so we can make the benefit of doing this clear to the Provost. Looking at OCNL 119 on the spreadsheet, it shows all zeros. This shows that we have some rooms across campus that we need to take offline as a lecture space, such as OCNL 119, which is being turned into a more usable space for ECC.
      2. Out of the 103 classrooms scheduled through Jennifer A., AGR has one room, APSS has one room, BSS has 25, BUS has 14, CME has 24, ECC has five, HFA has 17, NSC has 14, and UED has two. This does not include the Farm nor the "hidden" lecture rooms (e.g., specialty labs). We do not have the background information that explains how this breakdown originally occurred.
      3. The spreadsheet shows that colleges have classrooms scattered all over campus and again we have no idea why (may have been a financial issue since some areas have paid a lot for classroom improvements). Some may think it's bad, but other would argue that it helps break down silos. ECC has a difficult time when lecture classes are in one building and the following lab is across campus.

4. Centralized classroom scheduling would be great, but Jennifer A. doesn't have the resources to handle this alone.
5. If we looked at reports, attributes would need to be weighted in order to define criteria and determine priorities. Melody added that a lot of this is simply common sense and that a collaborative culture is very important but there is a disparity right now. Tom R. will be able to access smart planner data soon to see where students want to take classes (it's at 60% usage right now). It could be narrowed down to proximity, which is important to Chairs and ASCs. Matt added that it also depends on class size and facility constraints. Since jumbo classrooms are not as readily available, they could be taken off the table. Ken added that proximity is not as much about the instructor as it is about the students and the culture in a particular college and the facilities, particularly labs, student success centers, advising, offices – it's an accessibility issue for the students and creates a culture of belonging. He's adverse to an algorithm determining where they're going to be. BUS has put a lot of money into GLNN, so the financial factor is not a trivial issue.
6. A scope of work for all of the needed spaces/projects in our areas is required by July, 2018. If we don't have a signed-off SOW it'll be rejected by FMS, EHS, Risk Management and Foundation. Proper vetting is required including funding. Tom U. showed a flowchart from FMS for projects. It takes about 185 days to get through their process so ASAP is no longer going to work. State Fire Marshal requires a minimum of 8 weeks to review plans, which could be something as small as adding electrical outlets.
  - a. For summer 2019 projects, SOWs need to be done by this July. This is a campus wide process change. Tom U. will be happy to meet with all of your groups to explain this.
7. As part of the SISK demo, CLIC has moved to AJH. They also reside at 25 Main. Richard needs their space at 25 main and CLIC needs to be in one place, so AJH 125A & B are going to be repurposed for these reasons.
8. We're trying to get to the point where this group becomes the vetting/approving body for all Academic Affairs requests based on criteria developed by this group. For next months' meeting, we need to share how some of the space moves have occurred, start outlining criteria for this group to make decisions about space, and address lecture/lab space terminology to help with better utilization.
9. The Master Plan conversations have begun about space so it's important that we are all on the same page.

#### b. Action Items

- i. Objective criteria needs to be developed in order to reallocate lecture space to colleges for first-round scheduling.
- ii. Tom U., Jennifer A. and a few others will work on the concept of taking some rooms offline and Tom U. will bring the information back to this group.
- iii. Objective criteria needs to be developed for vetting/approving space/project requests for AA.
- iv. Lecture/lab space terminology needs to be addressed for consistency.
- v. Jed will send the research to everyone and find out the demographics of St. John's student body. Please provide Jed with any additional input you may have regarding scheduling.
- vi. A scheduling plan needs to be presented to the Provost by Christmas. Tom U. and others will work on a backward timeline from then to determine what steps should be taken and which groups should be consulted.
- vii. Jed will provide the list of items as discussed during this meeting and send it for discussion at the next meeting.
- viii. Please work with your departmental FacilitiesLink occupancy updater to ensure all occupancy information is current.
- ix. Please work with your department Chairs to gather the necessary projects which must be submitted by July, 2018 for completion during summer, 2019.

#### 4. Old Business

##### a. Discussion Items

##### i. Scheduling Update – Jed Wyrick

1. Jed found one piece of research on class start times and sleep and academic performance in college. The results are not quite the same as the high school, although they had started with the same hypothesis. They found that if class times are later they get more sleep but they also go to bed later. They get 22 minutes more sleep for every hour that the class starts later. If class times started really late, it did not end well, and reflected more behaviors that were not conducive to academic success. Alcohol use on the weekend is a huge indicator of academic success. Jed will send this to everyone. It seems to indicate that attending class fairly early in the morning was conducive to academic success.
  - a. He found that St. John's University in Queens, NY that has a M/Th, T/F schedule (thanks Joe!). He spoke with the registrar there. This schedule was mandated on their campus and their experience has been generally positive (it took a while). They've been doing this for 10 or 11 years. They like it but received a lot of push-back at the beginning.
  - b. What they really liked about it was a Wednesday program where freshmen engage with the city,

along with scheduling 3 hour classes and 1 or 2 unit classes on this day. There is no breaking of the M/Th, T/F schedule. They also have scheduled free time, a “common hour”, on M & Th for new classes so clubs and faculty meetings can happen then (1:50-3:15). They have 85 minute class periods.

- c. This was originally done to gain room space but it actually didn't. It did allow them to combine sections that were not full and consolidate space. They had to spread out course offerings during the week. It had a good effect on students getting classes. Sharon asked about their student demographics and while Jed didn't have this information, he said he will find out.
2. Tom U. recapped by saying that we still have more work to do in determining what a successful schedule would be for our students, and the group agreed. Sharon reminded the group that the prior president had discussed eliminating the winter break. There were some student surveys and staff input. She definitely thinks we need to find out what the benefits/detriments are and should start consulting. Jed has discussed this with Executive Committee (moving start times, and the M/Th T/F schedule). He asked for additional input. Tom R. asked if students are having a hard time getting classes. Jed explained that the GI leaders have asked for broader use of facilities during the week to allow more choices for students to get classes. We have some data showing larger use earlier in the week and that early morning classes have higher DFW rates. Tom has seen data that indicates room sizes and number of students in the course do not match up for a variety of reasons.
3. Tom U. reiterated that this subject was brought to this group to move forward with it so this group needs to decide what plan makes the most sense and recommend it to the Provost. The goal would be to accomplish this by Christmas so we need to put together a timeline working backward from Christmas to outline what groups we talk to, what steps we need to take. A survey was suggested. Tom R. added that we should also consider what times students are actually taking classes. Kate said she'd like to have a better sense of what we're trying to solve. She sees more choices for students so they can get the classes they need and possible physiological benefits to starting later in the day, and solving some utilization problems we're having, but we need to be really clear about the issues we identify and provide options with reasons for each. Time of day is only one factor that contributes to high DFW rates. Frank said we have to include a rationale that contains objectives and how the findings will be used in any survey that we do. Sharon agreed that developing the rationale is

the first step we should take. Frank added “better use of space” “give students more choices for classes” and correlation of success rate and time of classes. We have to have solid evidence to back up these items. Jed added additional benefits of Friday classes to help student performance stay high. Saturday classes have had high enrollment rates in the past. Richard added we can get at some of this information without a survey by getting data about the characteristics (GPA, standing, etc.) of the students taking certain classes and can eliminate other hypotheses. Ken added the instructor information should be included as well. Sharon added we can use focus groups as well for broader consultation including all the players it would affect. She also added that Saturday classes are difficult due to lack of culture. Campus is deserted, services are closed, and the rooms are in disarray and are not clean because the custodial schedule ends on Friday. This adds additional work for the custodians on the following Monday. Matt added that in this era of declining tenured density it’s harder for them to find common times to do the work outside of teaching responsibilities so time for RTP and department meetings, etc. must be identified. Tom U. asked Jed to come up with a list (since he’s taking notes) and to send it out before the next meeting. Sharon asked for data about classrooms that are unfilled.

b. Action Items

- i. Mike G. will send out his draft access/security plan for review and discussion.
- ii. Mike G. to develop the project time line document for review and discussion.
- iii. The Chief and Mike Guzzi are working together and discussing the unlocking and locking of each building since Card Access moved to FMS. What we are doing will help them get this new process figured out. This will be on a future agenda.

5. Announcements - none

6. Adjournment – 3:00

Upcoming Dates:

- Meeting – 5.17.18 – 1:00 pm – ARTS228 (Cancelled)
- Meeting – 6.21.18 – 1:00 pm – ARTS228
- Meeting – 7.19.18 – 1:00 pm – ARTS228