

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

June 27, 2019

1:00 pm

ARTS228

**Members Present:** Jennifer Aceves, Joe Alexander, Michael Allen, Ken Chapman, Holly Ferguson, Mike Guzzi, Mike Magrey, Patrick Newell, Marianne Paiva (Ferrari), Ryan Patten, Steve Robinow, Sara Trechter, John Unruh (Doyle), Tom Ussery

**Members Absent:** Sharon Barrios, Jessica Bourne, Patrick Doyle, Chiara Ferrari, Dave Hassenzahl, Kate McCarthy, Larry Maligie, Jennifer Mays, Tom Rosenow, Seema Sehwat, Debbie Summers, Clare Van Ness

**Guest:** Sara Cooper, GSEC Representative

- 1) Call to Order – 1:05
- 2) Approval of Minutes from 06.12.19 - minutes were approved
- 3) New Business
  - a) Discussion Items
    - i) MCGS & UED Space Requests (BSS & UED)
      - (1) Sara Cooper, Chair of Multicultural & Gender Studies, presented their request for additional space for the Gender & Sexuality Equity Coalition (GSEC) program. Her handout is attached and contains detailed information that was presented.
        - (a) GSEC is sharing the space that houses the MCGS department (about 400 square feet total). GSEC had 1,100 square feet in the BMU.
        - (b) Safe space is vitally important to this program and the success of the students utilizing it.
        - (c) A few alternative locations were discussed, including space in MLIB as well as TRNT126, which may become available by the end of the calendar year. Long-term, there may be a possibility of having space in new Butte for them.
        - (d) Everyone is asked to consider space in their respective areas that could be utilized by this program and bring that information to the next meeting on 7.11.19.
      - (2) UED was unable to present today.
      - (3) It was recommended that this group develop rules around assigning space within Academic Affairs, particularly when two groups are vying for the same space simultaneously.

- (a) Space assignment changes between divisions would be taken to SAC for discussion and decision-making.
  - ii) Scheduling Update
    - (1) Astra Optimizer Show and Tell & Update
      - (a) Jennifer A. provided a live look at the Astra Optimizer.
        - (i) Rules/Preference Sets need to be identified by this group and entered into the Optimizer. Rules/Preference Sets are determined at a campus level, so not everyone will be able to enter this information in the Optimizer. A specific group would work best.
          - 1. Rules can be narrowed down quite far, but it's recommended that they are kept at the subject and/or region level if at all possible. Narrowing it down too much is too restrictive and not sustainable if building changes are made in the future.
            - a. Regions are simply groups, which can be geographical or by type, for instance.
        - (ii) Specialized rooms can be pre-assigned and then centrally assigning lecture rooms like we do now, then filter on types of courses to include in the optimization. All of the other filtering options that we've discussed can then be applied, as well as all of the data that we're collecting this summer/fall.
        - (iii) One very important aspect to using the Optimizer is the assignment of instructor; this is probably more of an issue with Lecturers rather than T/TT Faculty. The earlier the assignment the better (ideally assignment in the previous year).
        - (iv) Room "shopping" between areas could happen as well.
        - (v) We're shooting for an 8/15/19 due date, which may be a challenge due to many department ASC's being off during July.
        - (vi) The first run of the optimizer will be based on fall 2018 so we can do a direct comparison between what was actually scheduled and what the Optimizer suggest. A subsequent run will be based on fall 2018 and then Butte will be removed to see what that looks like. We'll refine the rules from there with subsequent runs.
      - (2) Room Feature & Course Feature Surveys – Update
        - (a) Due to time constraints this was tabled for the next meeting.
  - iii) Policy Draft
    - (1) Due to time constraints this was tabled for the next meeting.
- 4) Announcements
- 5) Adjournment – 2:00

Upcoming Dates:

- Meeting – 07.11.19 – 1:00 pm – ARTS228
- Meeting – 07.25.19 – 1:00 pm – ARTS228
- Meeting – 08.08.19 – 1:00 pm – ARTS228
- Meeting – 08.22.19 – 1:00 pm – ARTS228