

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

May 16, 2019

1:00 pm

ARTS228

Members Present: Jennifer Aceves, Joe Alexander, Patrick Doyle, Holly Ferguson, Mike Guzzi, Kate McCarthy, Mike Magrey, Jennifer Mays, Debbie Summers, Sara Trechter, Tom Ussery, Karen vonBargen, Mike Watts (Newell)

Members Absent: Michael Allen, Sharon Barrios, Jessica Bourne, Ken Chapman, Dave Hassenzahl, Larry Maligie, Patrick Newell, Ryan Patten, Steve Robinow, Tom Rosenow, Seema Sehrawat, Clare Van Ness, Jed Wyrick

Guests: Chiara Ferrari, Incoming Chair, Academic Senate

- 1) Call to Order – 1:04
- 2) Approval of Minutes from 05.02.19 - minutes were approved
- 3) New Business
 - a) Discussion Items
 - i) BUTE/PHSC Messaging Plan Update
 - (1) After AD-SUA revised the message last meeting it went to SAC and received additional revisions. It was sent 5.13.19.
 - ii) Summer 2020 Project Call Reminder
 - (1) Project requests for summer 2020 need to be entered into FacilitiesLink by the end of this month. If you have any questions please get in touch with Tom or Kathleen.
 - (2) Mike Guzzi reviewed the FMS summer 2019 list (attached).
 - (3) Mike Magrey added that CTS will be upgrading CLSA A&B, the six classrooms in CLSA, and 25 smart classrooms this summer.
 - iii) PEWAF Process
 - (1) A new PEWAF is being developed that will include all project costs, not just FMS and/or TSRV costs. When it is complete we will review and discuss.
 - iv) Scheduling Update
 - (1) Room Feature Review
 - (a) The list of room features was reviewed. Specifics for individual white/chalk boards will be added as well as door hardware (attached).
 - (i) If there are additional features, please email them to Tom & Kathleen.
 - (b) AA facilities staff will spend part of this summer completing this spreadsheet, room by room.

- (c) This list of room features will also be used to update several databases.
- (2) Faculty Survey Design
 - (a) Details are still in the works. We'll be in touch with Steve R. since he may have a past survey that we may be able to model.
- (3) Chair/AD Spreadsheet
 - (a) Data collection was discussed and it was determined that faculty input needs to be requested at the section level. It will have to be married-up to the data collected from the AD/Chair spreadsheet, which will collect data at the course level.
 - (i) Preferences will be answered via a drop-down to ensure standard responses in order to minimize the amount of data that will need to be scrubbed.
 - (b) APSS's spreadsheet provides Astra preferences at the course level. They will add fall 19/spring 20 to capture as much data as possible.
 - (i) This is all new to us, so some adjustments will be need to be made as we go through this process.
 - (ii) Past actual enrollments compared to room caps will be added to the spreadsheet as well.
 - (c) Chiara mentioned that room caps can be problematic and capacities may need to be reviewed. Tom usually discussed these situations with EH&S to determine the appropriate capacity, taking Fire Marshal regs into account. THMA107 is an example and Tom will check it out and address the issue.
 - (d) The development plan has been updated and the defined roles were reviewed (attached). The timeline table will be updated to match what went out in the BUTE message.
 - (i) This group would lead the charge of developing the draft scheduling policy. (no existing EM has been found)
 1. The registrar's office is not trying to tell academics how to schedule classes.
 - (ii) Guidelines should drive us to more efficient scheduling and could include, for instance:
 1. Only a certain percentage of classes within primetime.
 2. Definition of primetime.
 3. 85% seat-fill in classrooms.
 4. We do have some information from other campuses.
 5. FYI – PG&E's primetime rates go to 4pm-9pm in fall of 2020. FMS is starting to work-up impacts.
 - (iii) Contacts for data-collection and data-entry need to be identified. A spreadsheet will be developed and distributed to collect this information by mid-week next week.
 - (iv) AD-SUA will need to help move this process along. Items will be agendized as they come up.
 - (v) APSS will cover training, security, worksheet development, vendor liaise, quality assurance/data validation, review models with contacts, schedule adjustment (running this past year and comparing to actual to determine how close we came), communicate policy.
 - (vi) Academic Facilities will collect the facility data.

4) Announcements - none

5) Adjournment – 1:56

Upcoming Dates:

- Meeting – 05.30.19 – 1:00 pm – ARTS228
- Meeting – 06.13.19 – 1:00 pm – ARTS228
- Meeting – 06.27.19 – 1:00 pm – ARTS228