

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

May 30, 2019

1:00 pm

ARTS228

Members Present: Jennifer Aceves, Joe Alexander, Michael Allen, Patrick Doyle, Holly Ferguson, Kate McCarthy, Jennifer Mays, Patrick Newell, Marianne Paiva (Ferrari), Ryan Patten, Steve Robinow, Debbie Summers, Tom Ussery

Members Absent: Sharon Barrios, Jessica Bourne, Ken Chapman, Chiara Ferrari, Mike Guzzi, Dave Hassenzahl, Mike Magrey, Larry Maligie, Tom Rosenow, Seema Sehrawat, Sara Trechter, Clare Van Ness

- 1) Call to Order – 1:04
- 2) Approval of Minutes from 05.16.19 - minutes were approved
- 3) New Business
 - a) Discussion Items
 - i) Scheduling Update
 - (1) Astra Optimizer Update for the Butte Renovation Project
 - (a) This will be an agenda item for the foreseeable future.
 - (b) AYRS has been surveyed for room features.
 - (c) The Room Features spreadsheet was reviewed. There may be some rooms which are simply identified specifically, such as “glass blowing lab” and left at that, since it’s very unlikely that lab would be relocated.
 - (d) We will continue to streamline so we can get through rooms as quickly as possible. We’re estimating a building a day.
 - (e) Next week we’ll be discussing how to capture this by course with HFA and how/what to track.
 - (f) Next buildings will be identified next week.
 - (2) Course Feature Survey Spreadsheet
 - (a) APSS will provide this spreadsheet.
 - (i) Courses will be from 18/19 & 19/20 as a starting place, representing a large portion of the overall information that is needed. Additional years will be done in the future.
 - (ii) Course Data Collection Contact Spreadsheet
 1. We need to know who will be the college contact to gather and enter this information into the Optimizer.
 2. Initially this requires double data-entry (spreadsheet and Astra), but once it’s in, it’s in.
 - (b) More information to come as we go through this process.

- (3) Room Feature Survey
 - (4) Faculty Survey
 - (a) This will go out in September and we'll develop after reviewing the room and course feature data.
 - (5) Additional phases of this project will be developed, added to the project plan, and discussed at a later time.
 - (6) Faculty are already expressing concerns about this project. Please communicate that this project is not focusing on scheduling; it is for room assignments.
 - (a) The Optimizer function that we will use only assists with assigning rooms.
 - (7) We will add an agenda item for "Scheduling Policy".
 - (a) Faculty feedback on this is important. We should consider some forums to present data collected.
- ii) Summer 2020 Project Call Reminder
- (1) Tomorrow's the last day for requests.
- 4) Announcements - none
- 5) Adjournment – 1:55

Upcoming Dates:

- Meeting – 06.13.19 (rescheduled to 06.12.19) – 1:00 pm – ARTS228
- Meeting – 06.27.19 – 1:00 pm – ARTS228
- Meeting – 07.11.19 – 1:00 pm – ARTS228
- Meeting – 07.25.19 – 1:00 pm – ARTS228