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