

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

June 12, 2019

11:30 am

ARTS228

**Members Present:** Jennifer Aceves, Joe Alexander, Michael Allen, Ken Chapman, Holly Ferguson, Mike Guzzi, Kate McCarthy, Mike Magrey, Patrick Newell, Marianne Paiva (Ferrari), Ryan Patten, Seema Sehrawat, Debbie Summers, Sara Trechter, Tom Ussery

**Members Absent:** Sharon Barrios, Jessica Bourne, Patrick Doyle, Chiara Ferrari, Dave Hassenzahl, Larry Maligie, Jennifer Mays, Steve Robinow, Tom Rosenow, Clare Van Ness

- 1) Call to Order – 11:34
- 2) Approval of Minutes from 05.30.19 - minutes were approved
- 3) New Business
  - a) Discussion Items
    - i) Scheduling Update
      - (1) Astra Optimizer – Update
        - (a) Discussion combined #1 and #2 – see below.
        - (2) Room Feature & Course Feature Surveys – Update
          - (a) HFA volunteered to go first (thanks to all of them for volunteering first). We walked through Ayres, Arts, & PAC, updating our list of room features as we went.
          - (b) APSS provided their Course Feature survey spreadsheet for HFA to complete.
            - (i) This data will be entered into the spreadsheet by their ASC's and used to create Optimizer rules.
            - (ii) Entry into the Optimizer is a different part of the process and will be dealt with later after careful data analysis (from the course spreadsheets).
          - (c) Specific use of HFA labs became readily apparent, and it was found that many specialized labs will be identified as “Do Not Optimize”. As we continue this project, we will need to know why labs are unable to be used by others areas so we will look to you for that clarification and justification.
            - (i) We found that getting granular in terms of features in these specialty labs was not necessary. Identifying them as a specialty lab that won't be optimized is enough.
          - (d) There were also a few rooms that were identified as possible general use.

- (e) This has been a wonderful exercise to help us all understand space and needs in order to setup and use the Optimizer correctly.
  - (i) Jennifer A. will contact Sacramento State to find out how they are using the Optimizer.
  - (ii) Due to the way the Optimizer is structured, we are unable to upload data directly into it. The Optimizer is not a relational database; it runs off of a set of rules that are layered. This makes it impossible to directly upload data from one field to another.
  - (iii) Room feature data can be transferred from FacilitiesLink to Astra, and data can be uploaded into FL from an excel spreadsheet, so that's probably the most efficient way to get the room feature data into Astra (excel-->FL-->Astra). HFA department ASC's will complete the Course Features survey in APSS's spreadsheet. Who will enter the information into the Optimizer may be someone else.
  - (iv) Next meeting we will look at the Optimizer.
  - (v) Any room type change affects the SFDB reporting and that must be kept in mind as we go through this project.
  - (vi) Although it's not anticipated at this point, even large conference rooms might be needed to accommodate seminar-style classes due to Butte.
    - 1. Meetings are very difficult to schedule as it is.
- (f) CME is next, followed by BSS. BSS is already taking a look at the first iteration of the course survey spreadsheet.
  - (i) We are only surveying rooms where classes are scheduled and it is coming along well. The most complicated room takes only 10-15 minutes to survey. An entire building can easily be finished in a single day.
- (g) Michael A. is collecting software information to understand campuswide site licenses vs. a specific number of seats. This affects the ability to schedule in computer labs.
- (h) To summarize:
  - (i) AA space and facilities folks are performing room surveys, entering data into a spreadsheet, and working with departments/colleges for specialized information.
  - (ii) APSS folks are providing a course survey to colleges who will enter the data into a spreadsheet.
  - (iii) After careful review of all of this data decisions will be made as to:
    - 1. What information will be entered into the Optimizer;
    - 2. How it will be entered into the Optimizer;
    - 3. In what form will it be entered into the Optimizer; and,
    - 4. The Optimizer is used for room assignments, not for scheduling.
      - a. Some negotiation may be required, but it is expected that within a college accommodations can be made fairly easily.
      - b. Once it's entered it will be need to be updated as needed.
  - (iv) A faculty survey, using Qualtrics, will be sent in the fall to capture faculty preferences.

ii) Policy Draft

- (1) All of these great nuggets of information should be included in a draft of a scheduling policy.
  - (2) Michael A. volunteered the Registrar's office to draft a policy with what they know for review by this group at the next meeting.
    - (a) REG will also contact some other institutions to get their policies, which will be provided prior to our next meeting for review, and then discussion during the meeting.
    - (b) Come fall, a draft could be presented to the various campus constituents for discussion/input.
  - (3) The glossary/data dictionary also needs to be fleshed-out and defined.
- 4) Announcements – Michael A. mentioned that only one instructor in the entire university missed the grade deadline. This is the best grading cycle he's ever experienced at any institution. Congratulations Chico State!
- 5) Adjournment – 12:24

Upcoming Dates:

- Meeting – 06.27.19 – 1:00 pm – ARTS228
- Meeting – 07.11.19 – 1:00 pm – ARTS228
- Meeting – 07.25.19 – 1:00 pm – ARTS228