Members Present: Jennifer Aceves, Joe Alexander, Ken Chapman, Holly Ferguson, Kate McCarthy, Mike Magrey, Jennifer Mays, Marianne Paiva, Ryan Patten, Steve Robinow, Sara Trechter, Tom Ussery

Members Absent: Michael Allen, Sharon Barrios, Jessica Bourne, Patrick Doyle, Mike Guzzi, Dave Hassenzahl, Larry Maligie, Patrick Newell, Tom Rosenow, Seema Sehrawat, Debbie Summers, Clare Van Ness

1) Call to Order – 1:02

2) Approval of Minutes from 07.25.19 - minutes were approved (Jenn A. to send the features list to Steve)

3) New Business
   a) Discussion Items
      i) Projects & Space Requests
         (1) Each time we meet we are going to check project and space requests and discuss timeframes and schedules.
         (a) Many times projects trigger space requests, so they somewhat go hand-in-hand.
         (2) Projects are due by October to FMS for next summer's cycle. Please get your requests entered by the end of September.
         (3) The project prioritization spreadsheet was reviewed for current projects.
            (a) Status and budget year were added to the spreadsheet.
         (4) The AA Project Process flowchart was reviewed.
            (a) Project should be entered into FL by this group. If a request is received from a respective area from someone else, Tom will discuss with you. This will be posted on the aaspace website along with links to the spreadsheet (FL links are already there).
            (b) This is a living document and over time necessary modifications will be made if needed.
      ii) Scheduling Update
          (1) Astra Optimizer Project Plan Update
              (a) If anyone has issues with the features in the spreadsheets not working, make sure that editing is enabled and use Excel rather than Excel Online.
          (2) Room Feature/Course Feature Data Collection/Entry Update
All but four classrooms are surveyed due to renovations.

(i) A conference call with FL is scheduled for Wednesday of next week to discuss how this information will look in FL and process determination for upload.
   1. A ticket has been entered for Astra to inform us as to the appropriate format for the data download.

(ii) The 24 classrooms that come off line in Butte represent 27% of classrooms on campus.

(iii) New classrooms will come online in the new science building, but others will be lost with the PHSC renovation.

(iv) Tom will draft some language to share with chairs and faculty so the message is clear and consistent.

(v) There is a list of about 40 rooms (out of 80) that were identified as candidates for possible re-typing to provide additional “all school” lecture space. This has to be discussed with the Chancellor’s Office before changes can be made and will be discussed at the next AD-SUA meeting as well.

(vi) Within the Optimizer, “priority” scheduling doesn’t exist; this will also be discussed at the next AD-SUA meeting.

1. Many scenarios will be run in the Optimizer and may help inform the need for the 40 rooms.
2. Zones/rules can be created to help keep areas in their generally historic areas. This group needs to decide what’s ok.
3. Once BUTE’s back online, how will the Optimizer continue to be used? Zones/rules will likely change depending on the next building that will be affected by future projects.

(vii) Offices will need to be addressed soon as well. Right now the plan is for several cubicles in the renovated PHSC building during the duration of the BUTE project. This concept wasn’t well received by the faculty present at the RFP meeting.

(viii) Faculty offices in the new science building will be 85-90 square feet. This was agreed upon by the college faculty in order to dedicate more space to learning spaces. CO standard is around 110 square feet per 1.0 (full-time). T/TT typically are assigned their own office.

(ix) Many campuses have policies for working from home. This may be an additional option for us to utilize for faculty during this project since very few are in their office for a full 40 hours per week. Virtual office hours are another option (facetime, skype, etc.). Online classes require 1 in-person office hour per week (FPPP), plus virtual hours.

(b) Colleges are working on their course spreadsheets.

(i) TIP: If there are courses that are no longer offered, please make a note of that in the row rather than delete rows. This will be important for the 2018-19 optimizer run for comparison to actual.

(ii) If additional columns are needed, please insert them at the far right end of the spreadsheet.
(iii) Please meet with your chairs to discuss rolling this out to your faculty as soon as possible.

1. Email feedback to Jenn A.

(iv) Jenn A. will stitch all of the data together and will present it at the next AD-SUA meeting on 8.22.19.

iii) Policy Draft

(1) This was tabled until the next meeting.

(2) The Scheduling Focus Group will reconvene and report at the next meeting.

iv) Faculty Survey – see discussion above under Scheduling Update

v) BUTE Renovation Progress Update to Campus

(1) A draft of the presentation needs to be done as soon as possible since Mike and Ryan are presenting to Academic Senate on 9.19.19.

4) Announcements

5) Adjournment – 1:57

Upcoming Dates:
- Meeting – 08.22.19 – 1:00 pm – ARTS228
- Meeting – 09.05.19 – 1:00 pm – ARTS228
- Meeting – 09.19.19 – 1:00 pm – ARTS228
- Meeting – 10.03.19 – 1:00 pm – ARTS228