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

Members Absent: Michael Allen, Sharon Barrios, Jessica Bourne, Patrick Doyle, Dave Hassenzahl, Larry Maligie, Debbie Summers, Clare Van Ness

1) Call to Order – 1:03
2) Approval of Minutes from 08.22.19 - minutes were approved
3) New Business
   a) Discussion Items
      i) Projects & Space Requests
         (1) MLIB182 – Museum of Anthropology is requesting work (lights, flooring, paint) in their entrance area to make the space more inviting and welcoming. The museum is providing the majority of the funding with a smaller contribution from the college. There are no other impacts. This will move through to FMS.
         (2) MLIB – Building-wide electrical upgrade survey will be funded by the centrally managed energy fund.
      ii) Policy Draft Update
         (1) A room assignment policy (in addition to the scheduling policy) was created from the scheduling focus group meeting.
            (a) The draft reflects what we’re already doing for % seat-fill (85%).
            (b) Scheduling general use lecture rooms would be a change due to using the Optimizer.
               (i) Jumbos (a.k.a. Excess Enrollment) rooms are already scheduled by APSS.
            (c) The point is to ensure efficient scheduling of rooms.
            (d) Weekend classes were brought up because there is no support for these classes at that time. If weekend classes are going to be authorized, support for faculty and students must be available. EM 13-078 addresses the policy. Holly will forward the EM to everybody. This issue must be taken up with a different group.
Some edits were suggested to clarify some areas of this document and examples will be provided. Holly will make updates and resend for review.

The draft scheduling policy has been updated from the scheduling focus group meeting.

(a) It recommends a task force to review the policy every two years.
   (i) It was suggested that faculty and chairs be on the task force.
   (ii) It was suggested that the Chairs Council be tasked with developing and driving this policy (possibly a sub-committee).
      1. It needs to be made clear that this policy is being created because it has never existed and is needed, not because of the BUTE Renovation Project.
   (iii) There are also many other scheduling-related tasks that a scheduling task force could perform.

(b) It will be taken to the Senate since the intention is to create a policy. A written policy has never existed on campus. It was recognized that this will be a long process.
   (i) The plan from June was also to take it to EMAC, PAC, Chairs, Campus, & EPPC. Chairs will be moved up on that list. Holly F. will reach out to Holly Nevarez, who is Chair of Chairs.
   (ii) The master plan may also have an effect on how often this policy should be reviewed.

(c) There was discussion about whether it should be a policy or a guideline.

(d) Michael A. is working with Jeff Bell on gathering data to support this policy.

(e) The preliminary graphs were reviewed. They reflect a scheduling problem on Tuesday and Thursday from 9:00-3:15, primarily in BUS and HFA.
   (i) Michael A. and Jeff are gathering additional data and these will be reviewed again in a future meeting.
   (ii) Butte has the highest percentage of classrooms, so if campus could handle absorbing Butte, it could absorb any other building as well.
   (iii) Preferences, ADA accommodations, and internships also affect scheduling a great deal.

(f) Marianne regularly updates Chiara with AD-SUA information.

(g) This should be taken to Cabinet.

As far as faculty input for the Optimizer project, it was reiterated that:

(a) ASC’s will discuss preferences with their faculty and the data will be entered into the Course Features spreadsheet and returned to APSS in the next few months.

Mike G. provided the definition of “Student-facing Functions”, which are:

(a) Actively engaging students throughout the day formally and informally;
(b) Open and accessible beyond the academic day, as much as possible; 
(c) All, or portions, of the space are accessible and welcoming to the students for unscheduled, informal use (hang-out, study, collaboration and so forth);
(d) Faculty offices can be considered student-facing functions ideally adhering to the following recommendations:

(i) Transparency is maximized to the greatest extent possible (open doors, glass, visibility, that kind of store-front type look)

(ii) Student interaction formally by appointment and informally by drop-in are maximized to the greatest extent

(iii) It's recommended that faculty offices are not on first floors as they are rarely open beyond the academic day

(iv) They would make recommendations that first floors be entrance-ways, hang-out spaces, student interaction

(v) Trinity, for example, with offices on second floor is fine, the first floor would be opened up for students.

(5) Mike G. provided an update to the PHSC renovation.

(a) DPR was selected as the contractor last week.
(b) Fire marshal planning begins on Friday.
(c) Two floors would be renovated with the third floor shelled for future build-out with future funds.
(d) Seismic largely revolves around the exterior eye-brows which will be removed and replaced.
(e) There will be 20 or so hard-offices with several other open offices in the general space.
(f) Lab spaces moving out of Butte need to be looked at regarding where they will be located.

iii) BUTE Renovation Progress Update to Campus

(1) Due to time constraints, this was tabled until the next meeting.

iv) Scheduling Update

(1) Astra Optimizer Project Plan Update

(a) Due to time constraints, this was tabled until the next meeting.

(2) Room Feature/Course Feature Data Collection/Entry Update – Early Trends & Preferences

(a) Due to time constraints, this was tabled until the next meeting.

4) Announcements

5) Adjournment – 2:02

Upcoming Dates:

• Meeting – 09.19.19 – 1:00 pm – ARTS228
• Meeting – 10.03.19 – 1:00 pm – ARTS228
• Meeting – 10.17.19 – 1:00 pm – ARTS228
• Meeting – 10.31.19 – 1:00 pm – ARTS228