Members Present: Jennifer Aceves, Joe Alexander, Ken Chapman, Holly Ferguson, Mike Magrey, Jennifer Mays, Marianne Paiva, Ryan Patten, Steve Robinow, Jodi Shepherd (Newell), Tom Ussery

Members Absent: Michael Allen, Sharon Barrios, Patrick Doyle, Mike Guzzi, Kate McCarthy, Larry Maligie, Patrick Newell, Tom Rosenow, Seema Sehrawat, Mary Sidney, Debbie Summers, Sara Trechter, Clare Van Ness

Guests: None

1) Call to Order – 1:03
2) Approval of Minutes from 10.31.19 - minutes were approved
3) New Business
   a) Discussion Items
      i) Projects & Space Requests
         (1) Master Plan
             (a) A reminder that as we plan projects and space requests they must tie to the Master Plan.
         (2) FYE & Honors Relocation Update
             (a) FMS is working on numbers for a new plan to move FYE & Honors to the offices on the 2nd floor of MLIB that currently house the Reference Librarians, with space modifications. The librarians will be moved to the spaces that are located on the first floor in the computer lab area and will be closer to the other groups in the library that they work closely with and consolidate service areas.
         (3) Fish Lab Relocation Update
             (a) HOLT291 classes will move to the new science building. The classroom in HOLT189 will be moved to HOLT291, and the Fish Lab will be relocated to HOLT189. Pricing is now around $275k. This is to allow the contractor staging space for the PHSC renovation project.
             (b) HOLT291 will be booked solid by MATH so it won’t be available for other classes until after 7 in the evening.
      ii) BUTE/PHSC Renovation & Optimizer Project Progress Update
          (1) 11.7.19 Senate Meeting Debrief
Standard presentation was given.
(i) The latest rumor is that this is being done to strip away scheduling power, which is not true. Holly will address this as she discusses the project.

11.12.19 Forum Debrief
(a) It was fairly quiet.

Spaces Converted to “Lecture”
(a) The list of rooms that should be converted to the lecture space type was reviewed and discussed (list was sent with the agenda and minutes).
(b) While departments will still be able to book spaces like they have been during rounds 1 and 2 in the short-term, the Optimizer does not have that functionality.
(c) A Tier 2 group for these rooms could be created in Astra so they can be identified as go-to’s if other spaces can't be found for courses once BUTE goes off-line.

(Added) Optimizer
(a) Issues will Astra come up and are being addressed. Regions will be built. Rules will be built. There are several courses that are not “Lecture” formats but are held in Lecture spaces. Special deals will need to be addressed. There are many issues that are creating difficulty for rule creation. Queries are being run for data gathering.
(i) Some of the special should probably be addressed by the Scheduling Task Force.
(ii) The 163 courses with permanent non-standard time approvals will be reviewed and re-approval will be sought in order to update this category.

(b) Room features have been added to room records in Astra.

Scheduling Task Force/Policy Draft Update
(1) Holly and Tyson Henry are co-chairs. His meeting availability is limited but they will work it out.
(a) There are 25 members.
(2) There have been two meetings so far with another scheduled for tomorrow. There will be more to come after that meeting. Keeping the momentum going on this is paramount if they are to accomplish this task.
(3) Scheduling has become a hot topic on campus.
(4) Cabinet fully supports this initiative.

Announcements
a) Mike M. mentioned that there is a proposal being discussed to upgrade the media in SELV100. Acoustic treatment is part of the discussion as well.

Adjournment – 1:42

Upcoming Dates:
- Meeting – 12.12.19 – 1:00 pm – ARTS228
- Meeting – 01.09.20 – 1:00 pm – ARTS228
- Meeting – 01.23.20 – 1:00 pm – ARTS228