

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

November 1, 2018

1:00 pm

ARTS228

**Members Present:** Jennifer Aceves, Joe Alexander, Joel Arthur, Sharon Barrios, Patrick Doyle, Mike Guzzi, Kate McCarthy, Mike Magrey, Jennifer Mays, Patrick Newell, Ryan Patten, Steve Robinow, Debbie Summers, Tom Ussery, Karen vonBargen, Jed Wyrick

**Members Absent:** Jessica Bourne, Ken Chapman, Clare Roby, Tom Rosenow, Richard Tafalla, Sara Trechter

**Guest:** Holly Ferguson

1. Call to Order – 1:04
2. Approval of Minutes from 10.18.18 - Approved
3. New Business
  - a. Discussion Items
    - i. Scheduling Change Proposal – JW
      1. Documentation provided by Jed was reviewed and discussed.
        - a. There are 41 different scheduling blocks utilized on campus right now and that does not include the impact of events.
          - i. It would be interesting to know what this looks like on other campuses.
        - b. We currently have 9 peak and 4 semi-peak slots.
        - c. We may not have enough 2-times/week options. Are we defaulting to 3-hour slots (one 3-hour class/week) regardless of pedagogical need?
        - d. It appears that 2-day/week slots are desired.
        - e. The main difference between Proposal #1 and Proposal #2 is that for #1, classes start at 9, and for #2, classes start at 8:30.
        - f. Wednesdays represent a time set aside for department meetings, student group meetings, etc.
          - i. This would help with 3-hour slots not interfering with other days and you could schedule M/F.
          - ii. This would also allow for college-wide and even Academic Affairs-wide meetings.
          - iii. Might this conflict with other committee meetings?

- g. The proposed rules on page 2 of the Schedule Template document were reviewed and were appreciated as a starting place.
  - h. Essentially classes would be spread out over four days and there would be one day available (Wednesday) for non-classroom time such as meetings, etc.
  - i. How could the mapping of lower-division and upper-division courses be included in this plan?
  - j. We should get feedback from students and faculty.
  - k. A credit hour is 50 minutes with a ten-minute break. This should be documented in this process so it's clearly understood.
  - l. There are multiple objectives to this process such as classroom utilization to ensure maximum usage, timely student graduation support, and faculty equity.
    - i. Overlapping lecture and lab times is difficult for students to navigate in terms of timely graduation.
  - m. Another aspect of 2-day/week classes is that it's helpful to students who have to work and/or commute.
2. Butte Hall
- a. It will come off-line at some point in the future.
  - b. A spreadsheet created by Tom & Holly, looking at general-use lecture rooms only, and using fall 2018 data.
    - i. The top section shows raw data.
    - ii. The lower section shows data based on blocks and shows that we will not be able to absorb current Butte classes in a current 8-5 5-day a week schedule. An 8-10 5-day a week schedule would be required.
    - iii. This is an important consideration when discussing scheduling changes.
    - iv. It does keep the three lecture rooms in PHSC.
  - c. This also does not take into consideration the 2,830 events that will have to be relocated as well.
  - d. On-line and hybrid classes could be utilized to help absorb some of the physical space needs.
  - e. A second document was reviewed that shows the potential schedule for the Butte Renovation.
    - i. Approval may come this month.
    - ii. Funding would come available next fiscal year.
    - iii. The building would have to be vacated prior to May of 2021 for construction.
    - iv. This means that we have to have this figured out by spring of 2020 since we schedule a year in advance.
    - v. PHSC would require a multi-million dollar seismic retrofit if it were to be fully utilized. The three

lecture rooms will be used as well as conference rooms but that's about it.

- vi. The funding will include relocation costs. It's likely the data center would be able to stay during the renovation, but all offices on that floor, like the remainder of the building, would have to be vacated.
  - vii. Long-term the data center may be moved elsewhere.
  - viii. Could portables be utilized?
  - f. Both documents are attached to these minutes.
  - g. While there is software that assists with optimizing schedules, unfortunately, schedule *modeling* software does not appear to be readily available.
  - h. Are consulting firms available? Mike G. will ask the master planners to provide further analysis, if possible.
  - i. A subcommittee will be formed to focus on Jed's proposal data and campus course/scheduling data to work through this and bring back to the next meeting for review by the group. We will solicit volunteers to join Tom, Holly & Jed.
  - j. Could a graduate student or faculty be recruited to help with this?
  - k. The lack of formal rules for scheduling is problematic.
4. Old Business
- a. Discussion Items– none discussed
  - b. Action Items – none discussed
5. Announcements - none
6. Adjournment – 1:57

Upcoming Dates:

- Meeting – 11.29.18 – 1:00 pm – ARTS228
- Meeting – 12.13.18 – 1:00 pm – ARTS228