



CALIFORNIA STATE UNIVERSITY, CHICO

Associate Deans-Support Unit Administrators

Space and Projects Working Group

Meeting Minutes

February 15, 2018

1:00 pm

ARTS228

Members Present: Joe Alexander, Michael Guzzi, Dave Daley, Ken Chapman, Clare Roby, Kate McCarthy, Mike Magrey, Melody Stapleton, Debbie Summers, Matt Thomas, Frank Li, Jed Wyrick, Karen vonBargen, Mike Watts for Patrick Newell, Steve Robinow, Sharon Barrios, Ben Juliano, Tom Ussery, Kathleen Gentry

Members Absent: Richard Tafalla, Jennifer Mays, Jessica Bourne, Jim Pushnik, Jennifer Aceves

- 1) Call to Order – Meeting was called to order by Tom at 1:02 pm
- 2) Approval of Minutes – Minutes from 1.18.18 were approved
- 3) New Business
 - a) Mike Guzzi – Authorized Signers List – update
 - i) Due to a recent audit at FMS, they are looking at physical access on campus. He will soon present a plan to Cabinet outlining a minimum level of approval for hard keys and a plan to rekey campus starting with exterior doors on campus. There are 338 external doors that do not have electronic access. 208 of those doors are “critical” doors (not mechanical/custodial closets, etc.). He will recommend we start with AJH and Langdon. Currently we don’t know who has access to what. A plan must be submitted prior to June 30, 2018 to satisfy the audit requirement and subsequent audit reporting to the BOT. In the plan Mike will suggest that the lowest approver of keys is at the Associate Dean level. He has drafted a policy and will send it out for review and discussion.
 - (1) Sharon asked if they could be provided with a sense of the workload that this level of responsibility will require.
 - (2) Steve said that he knows exactly who’s where and what their access needs are.
 - (3) Dave brought up the issue with public access to the farm. Mike said he has not been able to find a policy that states our facilities must be open

to the public. It may just be a perception more than anything, but there's more to follow on this topic.

- (4) Ben asked where to go to review these types of policies; Mike said they'll be on the FMS website.
- (5) Ken asked about reporting from the card access system. He has requested information regarding access to one of his labs and has been told that that information is confidential and it cannot be provided. Why would this information be private? UPD used to provide this information but now FMS manages this information. Joe mentioned that he no longer receives the reports that he used to receive from the key box. Mike intends to address the card access policies as well and intends to tighten up these processes.

ii) Storage Needs

- (1) They're trying to build a new warehouse for FMS and Business Services. 3 departments have been added to the FMS yard and they are bursting at the seams. This will potentially allow for storage for campus in the existing warehouse with street access. A.S. has requested 10,000 square feet in an effort to eliminate the Rainbow Warehouse on Cherry. Academic Affairs has requested surge and/or storage space as well. Please submit your wish list of storage needs to Kathleen for compilation. They are looking at an October start date with completion a year from then so they need the information as soon as possible. While Mike is seeking AA buy-in there's no current need for funding from AA.

iii) Event process

- (1) FMS is getting more and more event support requests at the last minute. They require a 10-day notice due to short-staffing so please make sure your folks are adhering to the 10-day notice need.

iv) Project Requests

- (1) Summer 2018 projects are locked up and include any that have already been submitted. Any new projects will need to be planned for some time after that. Please submit them through the public portal on the aaspace website. Mike G. mentioned that the State Fire Marshal review now goes through Sacramento instead of being done locally and it has added about 6-8 weeks to the process. Mike G. is working on providing a formal timelines for project milestones. Ideally, AA summer projects need to be identified, prioritized and funded by September for scheduling the following summer.
 - (a) SSKU demo has affected our ability to accomplish more this summer. 18 of 28 departments have been moved. The building must be empty by 5.29.18.

b) Course Analytics – Steve Robinow for Jeff Bell

- i) A slide was presented that shows the DFW rates for classes over 8 semesters. The most telling data was that the DFW rate at the 8:00 hour was 50% higher at 8:00 am based on the number of grades during each time slot. This mirrors research done at the high school level. We may want to reconsider the notion of earlier classes except in key areas such as Agriculture. Ken pointed out there's a higher DFW rate on MWF than TR. It was agreed that we need to drill down further into this data for more clarification to have the full picture of what these numbers really mean. Kathleen will send the graphs to everyone.
- ii) Dave would like to share this information with the people that do the scheduling in departments. Many required classes are scheduled for the 8:00 am slot. Dave would like to see the data at the department/discipline level. TR classes tend to be the more discussion/writing based classes.
- iii) Frank wondered if there's a correlation between the 8:00 DFW rate and absences and/or class sizes. Jed mentioned that Jeff's research shows that larger classes have a higher DFW rate.
- iv) Kate thinks this is a paradigm shift to think about scheduling in terms of student success and performance informing things that sometimes just look like times and boxes and we should do it.
- v) Mike G. mentioned that the Master Plan kick-off will be in March. Part of that is a deep dive into classroom utilization. He sees an opportunity for the planners to meet with AD-SUA for input.
- vi) Matt said that we don't have common spaces and common times for faculty and student groups to meet and it should be built into the schedule. One of the reasons no one wants to teach on Friday afternoons is because that's when department meetings are held.
- vii) Jed emailed a letter to everyone that he previously sent to the chairs. This contains the feedback he's received from 13 chairs in regard to alternative scheduling ideas. Please review and encourage the remaining chairs to respond. Initial feedback indicates that there is really no compelling pedagogical reason to have classes three days a week yet there are other reasons given why it's important to keep Fridays available for lab/project work. Overall the M/R T/F idea did not go over well. In addition, there is research that supports an 8:30 start time that he can share. Sharon would like to see additional information related to the support of an 8:30 start time.
- viii) Dave added that he thinks framing this in terms of student success is critical. He thinks it'll be a tough sell for Sacramento.

4) Old Business

- a) Discussion Items – due to time constraints we will table items c) and e)-h) until our next meeting.
- b) Action Items
 - i) Mike G. will send out his draft access/security plan for review and discussion.
 - ii) Send storage wish list to Kathleen within the next week. Mike G. needs it as soon as possible.
 - iii) Mike G. to develop the project time line document for review and discussion.
 - iv) Kathleen will send the DFW graphs to everyone. We'll look at providing more granular information from Jeff's research for everyone's review.
- 5) Announcements – Not discussed
- 6) Adjournment – 2:00 pm

Upcoming Dates:

- 3.15.18 – next meeting, 1:00 pm, ARTS228