

Academic Space and Schedule Oversight Ad Hoc Committee

October 15, 2014, 1:00 – 2:00 PM, 218 Rose Admin

In Attendance: Dr. Beth Bennett, Dr. Peter Hlebowitsh, Mr. Jacob Jones, Mr. Lorne Kuffel, Dr. Dixie MacNeil, Mr. Denny Savage, Mr. Mark Shepard, Dr. Chuck Sox, Dr. Kevin Whitaker (Chair), Mr. Michael George
Not in Attendance: Mrs. Leslie Davis and Dr. Lisa Lindquist-Dorr

Guest speaker: Dr. Joe Benson to explain the charge of the committee

- I. Dr. Whitaker called the meeting to order to explain this is a newly formed committee and requested everyone introduce themselves around the room.
- II. Dr. Whitaker asked Dr. Benson to explain the purpose of the committee. This committee is to analyze the current classroom scheduling policy, classroom utilization, and classroom scheduling procedure. The charge is to research the current classroom scheduling situation and bring probable changes or options to Provost for a more efficient policy for final approval.
- III. Mr. Denny Savage showed a presentation that had been seen in Spring 14' to use the "WEN" software program in conjunction with "Astra" the scheduling software program which is already in place. It should give you visual "what if" scenarios.
- IV. Dr. Whitaker has asked the committee to review the charter to decide if anything needs to be taken out or add to the draft. A draft of the charter was provided to all members.
- V. Dr. Whitaker informed the committee where to review the current policies (ex.) Class scheduling, event scheduling, final exam, cross-listing courses and scheduling in Lloyd and Russell Hall in place. Beth Bennett asked if the Faculty Senate should be included on this committee. Dr. Whitaker will check with Dr. Benson.
- VI. Dr. Whitaker will have the committee agenda and minutes posted on the Provost website as soon as possible.
- VII. Next meetings will be November 19th, and December 17th, 1:00-2:00 pm, located in 254 Rose Admin.

Meeting Adjourned 2:00 PM