Academic Space and Schedule Oversight Ad Hoc Committee

November 19, 2014, 1:00 – 2:00 PM, 254 Rose Admin

In Attendance: Beth Bennett, Leslie Davis, Peter Hlebowitsh, Jacob Jones, Lorne Kuffell, Lisa Lindquist-Dorr, Dixie MacNeil, Mark Shepherd, Chuck Sox, Kevin Whitaker, Michael George

Dr. Whitaker opened the meeting and introduced members. Minutes from the last meeting were approved with no changes. Dr. Whitaker reviewed the charter from the last meeting. The draft document had no objections or changes. Dr. Whitaker stated the charter would be put with the other documents to define the committee. Beth Bennett asked for faculty representatives to be involved in the committee. Dr. Whitaker stated he proposed the idea to Dr. Joe Benson and it is to be discussed with the faculty senate.

Dr. Whitaker turned the meeting over to the Office of University Registrar. Denny Savage explained where the campus stood at this point with class scheduling and room assignments. He discussed several handouts with data to show the room utilization by day and hour. 9 AM to 3 PM are prime time hours. He explained that an auditorium is a room that seats over 100 people and have different seating levels. He briefly talked about the new course leaf section scheduler (CLSS) to be rolled out in the next couple of months.

Denny Savage explained 2 handouts from Astra (room scheduling program) that showed 78 standard meeting patterns. He explained there are 732 meeting patterns including labs. Denny stated having the committee cut down the number of meeting patterns would be a good starting point. He also explained different types of classes and what types are needed and the code that is used for each class. Beth Bennett stated a universal grid would be helpful for the class codes. Dixie MacNeil stated the campus codes should comply with section numbers and student receivables.

The meeting was then turned over to Jacob Jones from the University Registrar. Jacob demonstrated how the schedulers use the computer programs to schedule rooms and how the schedule is created in Banner. Astra was used to show room booking and he explained how preferences for each room or class can be set by the registrar's office.

Dr. Whitaker concluded the information with stating these demonstrations were to inform the committee of what is used on campus and how all things work together. He stated the next meeting the committee will discuss what steps to take next. He stated the committee will identify a to do list to complete. Some issues on the list may require a simple definition and others may be complex. He asked the committee to digest information given today and have ideas for changes to effect the upcoming summer and fall semesters. He stated the policies need to be defined and provide guidance.

Meeting Adjourned 1:57 PM