

## Academic Space and Schedule Oversight Ad Hoc Committee

December 17, 2014, 1:00 – 2:00 PM, 254 Rose Admin

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

Dr. Whitaker opened the meeting and welcomed members. Minutes from the last meeting were approved by the committee with no changes. Dr. Whitaker asked the committee to introduce themselves for Lee Brintle, guest from Leapfrog Technologies. Michael George gave an introduction for Lee Brintle. He is a representative from the company that partners with the Office of the University Registrar to create programs for class scheduling. Lee showed a demo of the new class schedule program UA will be introducing by spring 2015. He explained this program allows schedulers to build online, instead of offline, for viewers to all see at once. There are tools within the program that allow schedulers to visually create a schedule, create queries to define multiple departments and classes, and allow PDFs of instructors schedules to be created to email out. Denny Savage stated the registrar's office has a goal to build schedules for summer and fall 2015 with this program.

Dr. Whitaker asked the committee to create a to-do list and review first actions to take. Denny Savage gave several handouts of proposals for the committee to review. The first proposal was to publish an ASSOC approved schedule type coding matrix defining all of the available schedule types and asking the departments to begin to adhere to that coding structure. At the last meeting we distributed a draft of this coding matrix. The second proposal was to ensure that all rooms on campus being used for student instruction are available for booking in Astra. Also require that any class coded with a schedule type that is expected to be taught in a room on campus have an assigned room in Astra. The third proposal is to enforce the published scheduling timeline including a new clause allowing for centralized room booking following a final deadline for manual adjustments. Dr. Whitaker explained that the committee should review these proposals and a discussion and/or vote would be made at the next meeting.

Dr. Whitaker then reviewed the meeting times for the spring semester.

The meeting was adjourned at 2:10 p.m.