

Committee on Space Utilization (COSU)
10/12/09 Meeting
Carter Room 2010
(2:00 – 3:00 pm)

Present: Sue Achey, Beckie Croissant, Heather Lawrence, Judy Layton, Nolan Oltjenbruns, Ryan Rose,

Not able to attend: Todd Allen, Clint Harris, Kirk Leichliter, Roxie Wilson

- ❖ 9/28/09 Minutes. Approved
- ❖ Prime Time Analysis
 - Academic College Reports – Fall 2009 Prime Time. Prime time clarification will be distributed to academic schedulers in order to prepare reports. Note: limited documentation can be found regarding prime time hours. A 4/4/2007 email from then Provost Huang stated “... classes beginning at 2:30 pm should be construed as falling outside the high utilization period.” Prime time should include classes beginning at 9:00 am through 2:15 pm, not classes beginning at 2:30 pm.
 - CIE Classes. A small group will meet to review how best to accommodate CIE classes while still balancing the use of space efficiently and effectively. Representatives from CIE and Extended Studies will meet with Judy and Sue.
- ❖ Enrollment Growth and Space Analysis. Once Prime Time Fall 2009 reports have been received and reviewed a small group will collaborate with staff from Enrollment Management and Student Access to provide a preliminary growth and space analysis.
- ❖ Outlook/S25 Interface. Although there is a R25 Webviewer and Outlook option, there is a concern that it is not an active link and would not reflect updates.

Next Meeting: October 26th (2:00 – 3:00 pm, Carter Room 2010)