

Committee on Space Utilization (COSU)

2/24/09 Meeting

Carter Room 2010

(3:00 – 4:30 pm)

Present: Beckie Croissant, Clint Harris, Sue Kent, Judy Layton, Heather Lawrence, Nolan Oltjenbruns, Roxie Wilson

Not able to attend: Todd Allen, Kirk Leichliter (provided electronic feedback), Ryan Rose (provided electronic feedback)

- ❖ 2/10/09 Minutes approved.
- ❖ X25 Proposal Update. A formal proposal, along with the Committee's memo, will be submitted as a proposal for investment as part of the budget process.
- ❖ Classroom Utilization – Michener and Skinner Libraries. The Committee reviewed the draft response memo to Dean Pitkin and noted a few minor edit clarifications. The response noted the Committee's appreciation for the memo's thoroughness and collaborative nature.
- ❖ Alternative Classroom Space. The Committee appreciated the collaborative nature of Residence Life for their offer of space to be used for classrooms. Residence Life will provide a listing of rooms and capacities directly to the University Scheduling Office.
- ❖ Policy Development. The Committee will focus on drafting policy/procedure recommendations. UNC historical scheduling procedures (Judy will distribute) and Miami University's Policies and Procedures document will be the primary documents used as models for policy/procedure development.
- ❖ Fall 2009 Room Scheduling Summary. Fall 2009 is still in preliminary stages and a more complete summary will be provided for the 3/10 meeting. After discussion, the Committee proposed that the academic schedulers consider expanding the schedule run timeframe in the step date calendar. The expanded timeframe would allow for more space analysis/correction without impacting the academic program initial course submission deadline.

Meeting Schedule Carter 2010 (Graduate School conference room), 3:00 – 4:30 pm. Remaining meetings:

- March 10 & 24, 2009
- April 14 & 28, 2009