

Committee on Space Utilization (COSU)
March 1, 2011 Meeting
10:30 – 11:30 a.m.
Graduate School Conference Room

Present: Sue Achey, Todd Allen, Beckie Croissant, Heather Lawrence, Judy Layton, Kirk Leichliter, Jeff Michie, Loree Morse
Unable to attend: Clint Harris, Ryan Rose, Roxie Wilson

- ❖ 2-1-11 Minutes. Approved with corrections.
- ❖ Faculty Recitals. The Committee will make the following recommendation to the Provost and VP for Finance and Administration. Email will be submitted to the VP's for revision in the Facility Utilization Plan and Procedures, letter G (p. 5).

Required student and faculty recitals, as noted in the Undergraduate and Graduate Catalogs, may be scheduled in Milne Auditorium on Tuesdays and Thursdays after 4:00 p.m. after the R-25 run is completed for that specific semester. This time block will be reserved for recital scheduling up until the second week of the specific semester, at which time any open time slots on Tuesdays and Thursdays after 4:00 p.m. will be available to be scheduled by other UNC entities.

- ❖ Physical Classroom Changes – R25 Update. The Committee discussed the process for updating R25 when classrooms are updated (e.g., technology, tables/chairs, whiteboards, etc.). Information Management and Technology (IMT) and Facilities Management will notify Academic Scheduling when classroom changes occur. Academic Scheduling will provide a current classroom features checklist to Facilities. Facilities and IMT will work collaboratively to do a current inventory of classrooms.
- ❖ Spring Semester Meetings. Remaining meeting dates (same time and location): April 5, May 3.