

## Committee on Space Utilization (COSU)

4/28/09 Meeting  
Carter Room 2010  
(3:00 – 4:30 pm)

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

Not able to attend: Kirk Leichliter, Ryan Rose

- ❖ 4/14/09 Minutes - approved
- ❖ Procedures Regarding the Assignment and Utilization of General Instructional Space. The Committee reviewed the third draft for final edits. The document will be forwarded to the Provost and Senior Vice President for Finance and Administration for feedback. Once approved, the document will be distributed and posted on the Space Utilization website.
- ❖ Space Utilization Form. The Committee decided the form should be specific for Instructional Space and clarified the signature requirements. The form will be forwarded to the Provost and Senior Vice President for Finance and Administration for feedback. Once approved, the document will be distributed and posted on the Space Utilization website.
- ❖ Prime Time. Todd and Judy reported on the 4/20/09 APC prime time discussion as a follow-up to Senate Action Form No. 951. The form reference to Senate Minutes dated March 24, 2008, had the following Senate Action: MOTION: The Academic Policies Committee moved that for the purposes of class scheduling, classes beginning between 10:00 a.m. and 1:59 p.m. shall be considered to fall in prime time. VOTE: The motion passes unanimously by a voice vote. The Response Requested indicated Sent as Information Item (No Acknowledgement Required).

Todd reported that APC determined that the Response Requested was incorrectly checked and should have been checked as Approval of Action/Implementation Date. APC will send forward with corrected Response Requested, however noted that no action will likely be taken until prime time analysis is completed.

The Committee voiced their concern that the proposed change in prime time could have a negative impact on student's class schedules and space utilization if approved with the current 65/35% guidelines.

- ❖ Prime Time Analysis. The Committee outlined a **preliminary** plan for analysis.
  - Define prime time goals (e.g., student class access, space utilization, etc.)
  - Use Fall semester schedules as they have more classes than Spring semester and typically more space issues.
  - Use Fall 2008 and Fall 2009 for comparison purposes.
  - Analyze prime time percentages by School with the following parameters – include all 100-400 level sections that require Monday-Friday instructional space. (Exclude: 500-700 level courses, arranged and online courses).
  - Analyze prime time percentages of Extended Study courses (e.g., CIE courses) that use on-campus space.
  - Compare and discuss results to determine whether different percentages should be recommended and/or additional recommendations (e.g., duplicate course section restrictions, etc.)

*Note: The Committee noted the hybrid course will have an impact on course scheduling.*

- ❖ Meeting Schedule - The Committee agreed to continue an every other week meeting schedule during the summer.
- ❖ Announcement. Todd announced that the new APC Chair is Michael Mills. The Senate will decide whether Todd will continue as a Senate representative or Michael will become a new member as APC Chair.