

Committee on Space Utilization (COSU)
8/11/09 Meeting
Carter Room 1001
(1:30 – 2:30 pm)

Present: Sue Achey, Beckie Croissant, Clint Harris, Judy Layton, Heather Lawrence, Kirk Leichliter, Nolan Oltjenbruns,

Not able to attend: Todd Allen, Ryan Rose, Roxie Wilson

- ❖ 6/23/09 Minutes – approved electronically (Note: July 11th meeting cancelled)
- ❖ Additional Class Rooms.
 - Harrison Residence Hall added one room for Fall 2009 utilization (e.g., FYE classes). The front entrance will be used to eliminate key card issuance and help with security issues.
 - Wiebking Residence Hall added a room – follow-up to confirm capacity and availability.
 - McKee 424 has been added back into the system with a 50 seat capacity.
- ❖ Current Class Room Status
 - Fall 2009. Heather reported all classes have assigned rooms
 - Spring 2009. Heather reported the preliminary projections are looking positive.
- ❖ Enrollments and Space Assignments. The Committee noted the use of historical enrollments or predicted course section enrollment (rather than room preference, etc.) has assisted with room assignments. The continued use of this process in defining course caps will be essential for space utilization.
- ❖ Room Scheduling. In accordance with Procedures Regarding the Assignment and Utilization of General Instructional Space, all instructional space is to be coordinated through Academic Scheduling. The academic colleges continue to positively move forward with this process. The Committee will develop a plan to provide training for key contacts in the non-academic areas.
- ❖ Prime Time Analysis. Continued analysis to begin after September 4th drop deadline to provide a more complete picture. Prime time recommendations will be forwarded to VP's Harraf and Haack.
- ❖ Continued Procedure Development. Discussion has been postponed in previous meetings until full committee is convened during Fall semester.
- ❖ Fall Meeting Schedule. Members were asked to make sure their Outlook calendars were current to assist in scheduling Fall semester meetings.