

Committee on Space Utilization (COSU)

9/14/09 Meeting
Carter Room 2010
(2:00 – 3:00 pm)

Present: Sue Achey, Todd Allen, Beckie Croissant, Clint Harris, Kirk Leichliter, Judy Layton, Nolan Oltjenbruns, Ryan Rose, Roxie Wilson

Not able to attend: Heather Lawrence

- ❖ Committee Membership. Thank you to Todd for his willingness to continue serving on the Committee as an Academic Policies Committee (APC) Senate Representative.
- ❖ Fall 2009. Preliminary enrollment figures show increases compared to the 2008 fall semester. Overall room scheduling went smoothly and committee members acknowledged that the additional “alternative” classrooms were helpful in meeting space needs. The committee recommended that continued analysis of projected enrollments (e.g., zero capped courses) will help with accuracy and timeliness of space assignments.
- ❖ Room Access. Kirk recommended we wait on establishing a working group to evaluate access to alternative spaces (e.g., Residence Halls) until the new key card software system is installed. He anticipates the system will be in place by Fall 2010. Once installed, the committee recommended a working group be formed to develop access procedures. Recommended representation: Facilities Management, Housing Operations, Registrar’s Office, and IT.
- ❖ Room Inventory Update. Butler-Hancock renovation will add 4-5 general-use classrooms; one room has a divider to optimize different space needs. Candelaria was upgraded last summer and Facilities will work with Deans to create the priority list for Summer 2010 upgrades.
- ❖ Room Scheduling Training. A train-the-trainer approach has worked well for academic colleges and the committee recommended continuing that approach when providing training for non-academic areas.
- ❖ Prime Time Analysis. The academic scheduler’s group will evaluate the fall semester courses to determine current prime-time percentage use and report back to the committee.
- ❖ Continued Procedure Development. The committee will begin drafting a procedures document for non-academic space to align with the current Procedures Regarding the Assignment and Utilization of General Instructional Space.
- ❖ Other. The committee asked if there was any update on the hiring of a university space utilization consultant (information from BOT 6/12/09 meeting). Update to be obtained by next meeting if possible.

Fall Semester Meeting Dates (2:00 – 3:00 pm, Carter Room 2010):

September 28

October 12, 26

November 9, 23

December 7