

Committee on Space Utilization (COSU)
9/28/09 Meeting
Carter Room 2010
(2:00 – 3:00 pm)

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

- ❖ 9/14/09 Minutes. Approved electronically
- ❖ Non-Academic Space/Centralized Scheduling System. The University has an overarching goal of using a centralized system for all scheduling. A critical reason for a centralized system is for emergency preparedness. Implementing a centralized system will necessitate collaboration between academic and non-academic units. Kirk will do some preliminary follow-up with Housing and Residence Life. Ryan will follow-up regarding possible Outlook plug-in capabilities with S25.
- ❖ Verified ADA Accommodations. As stated in the Procedures Regarding the Assignment and Utilization of General Instructional Space document “Classrooms will be pre-assigned first to accommodate the needs of faculty or students with documented physical disabilities” (Faculty: Human Resources). The Committee will follow-up with Human Resources to assure they are still the appropriate faculty contact.
- ❖ 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.
- ❖ Learning Communities. The Committee expressed their support of the learning community concept, however noted that many of the class groupings were centered during prime time. With anticipated enrollment growth, the Committee noted the importance of including classes outside prime time for Learning Community scheduling.
- ❖ Enrollment Growth and Space Analysis. The Provost requested an analysis of potential growth and the impact on classrooms. After Fall 2009 prime time practice analysis, a working group (Roxie, Heather, Clint, Beckie, Judy, Sue) will coordinate with the Office of Enrollment Management and Student Access to provide a preliminary growth and space analysis.
- ❖ Procedures Regarding the Assignment and Utilization of Non-Academic Space. 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. Kirk will provide a preliminary draft.
- ❖ University Space Utilization Consultant. Follow-up on information from BOT 6/12/09 meeting regarding the hiring of consultant specializing in university space utilization. The Provost confirmed the University currently still has this in the plans and has begun research to identify potential consultant firms.

Next Meeting: October 12th (2:00 – 3:00 pm, Carter Room 2010)