

Committee on Space Utilization (COSU)
September 30, 2010 Meeting
3:00 – 4:00 p.m.
IMT Conference Room

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

- ❖ 9-14-10 Minutes. Approved.
- ❖ X25. Kirk and Sue announced that Senior Vice Presidents Harraf and Quinn agreed to sponsor the purchase of X25. The Committee acknowledged their appreciation and Ryan and Sue will meet to help initiate the purchase process.
- ❖ Space Inventory Database. Kirk reported the database is almost updated and will be distributed to the academic colleges for their feedback. The database includes additional information (e.g., space codes) that will allow for more reporting capabilities.
- ❖ Lenel Card Access System Update. Kirk reported the project is progressing. Testing will be done building by building late Fall semester and residence halls will be done during semester break. The new Lenel system will be able to update approximately every 30 minutes compared to the current system's once a day update.
- ❖ Review of Procedures Regarding the Assignment and Utilization of General Instructional Space.
 - Required Student Recitals

The Committee had a lengthy discussion regarding the historical use by Performing & Visual Arts of Milne Auditorium. Historically Milne Auditorium was only scheduled through the College of Business and informal agreements had been made for student recital use. Although the Committee acknowledged the goodwill and collaboration of an informal agreement between former college deans, the current space utilization practice is to follow University Regulations (3-7-115) that facilities are not “owned” by individual departments, units, or colleges. As such, all spaces are available for campus-wide scheduling and there is no longer a need for informal agreements.

The Committee discussed whether required student recitals should be considered as an additional time request (e.g., meetings, review sessions, etc.) and not allowed to schedule a facility until after the first full week of each semester/term. The Committee agreed by consensus that required music recitals, as noted in the Undergraduate and Graduate Catalogs, should not be included in the additional time request category because they are required for graduation. At this point in time availability of space after 4:00 pm is not typically a space issue and the Committee agreed by consensus that allowing required student recitals to be scheduled earlier will actually assist in better scheduling practices and alleviate the crunch of scheduling after the first of week of school.

At the next meeting, the Committee will finalize wording for the following recommendation to the Provost and VP for Finance & Administration for revision in the Procedures Regarding the Assignment and Utilization of General Instructional Space.

Draft – add as letter G, update remaining alphabetic order to H, I.

Required student recitals, as noted in the Undergraduate and Graduate Catalogs, may be scheduled after 4:00 p.m. after the R-25 run is completed for that specific semester. In the event an academic course needs the reserved space, the recital may need to be relocated.

- Additional Time Requests. Due to time constraints the Committee will continue discussions on whether there are any additional time requests that should be taken into consideration.

- ❖ Holding of Space. The Committee noted that there are times when spaces are reserved and then not used throughout the semester. For example, an organization reserves a space for weekly meeting throughout the semester and then only needs to meet once a month. The Committee emphasized the importance of educating and communicating to the campus community to only reserve needed space and to remember to cancel room reservation requests when appropriate. The Academic Schedulers Group can assist with communication in their areas to help alleviate unnecessary holding of space.

- ❖ Computer Lab Analysis. Ryan will present preliminary findings of the analysis at the next meeting.

- ❖ Meetings:
 - October 26, 10:30 – 11:30 a.m.
 - November 30, 10:30 – 11:30 a.m.