

## Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	February 8, 2010
Time	10:30 to noon
Location	320 Halle
Attending	Dennis Beagen, John Boyless, Mary Brake, Michael Bretting, Dave Crary, Raymond Lucas, Bob Neely (Chair), Eric Owen, Barb Scheffer, Wade Tornquist, Fraya Wagner-Marsh
Absent	Sean Braden, Steve Camron, Matt Evett, Sandra Hines, Joe Scazzero

I. Approval of minutes from 1/11/2010.

**Motion:** Moved by John Boyless to approve minutes from 1/11/10. Seconded by Michael Bretting.  
Abstentions: one. **Motion carried.**

II. New Member: Ray Lucas will substitute for Eric Owen from Library.

Bob Neely welcomed Ray Lucas who is serving as alternate for Eric Owen during his appointment as interim University Librarian.

III. March meeting – alternative day?

Provost Kay has been invited to attend an EE&FC meeting to discuss issues arising from his tours of academic spaces and his meetings with faculty. This will necessitate finding another time to meet, as the committee's regular meeting time clashes with the scheduled cabinet meeting. Possible times for the March meeting will be sent out to members for feedback.

IV. EEFC website – live.

- The committee looked at the new EE&FC website, which is now live. Bob Neely asked for feedback on possible content.
- Dave Crary suggested that pictures of the office spaces in Hoyt be posted and that hard copy of these also be distributed to faculty being moved to that building.

V. Safety issues raised by Provost with Faculty Senate.

- Dave Crary reported that, in a meeting with Matt Evett, the provost stated that he wanted a clearer way of handling safety issues. Faculty Senate referred the matter to the EE&FC for a response.
- Bob Neely speculated that an existing subcommittee might morph into dealing with construction safety matters. He also suggested that the issue be raised during the provost's visit for clarification on expectations.

VI. Additional/alternative subcommittees, e.g., safety, survey.

(a) Survey

Bob Neely stated that, at the last meeting, there was disagreement on whether a survey of faculty would be useful--with those opposing supporting focused visits to departments and colleges to gather

information. By whichever means the committee gathers information, it needs to decide on the questions to ask and how to use the information obtained. It is unlikely that all schools and departments could be visited by committee members by the end of the semester. He suggested a pilot survey this semester to use as a launch pad for future action and using committee member Joe Scazzero's expertise in putting together meaningfully valid surveys.

**Motion:** Moved by Dave Crary that a subcommittee be constituted to develop such a survey and report back to the main committee. Seconded by John Boyless. **Motion carried** unanimously.

Ray Lucas agreed to volunteer for the committee. Bob Neely stated that he will put out a call to the entire committee, some of whom were absent, for another volunteer and he will contact Joe Scazzero regarding his participation.

#### (b) Subcommittees

- The question was raised of overlap of the proposed EE&FC safety subcommittee with the already existing university safety committee. Bob Neely stated that the university safety committee's focus is personal safety and DPS issues. He undertook to facilitate communication with that committee.
- Bob Neely suggested that the reconfiguration of the swing space subcommittee into a safety subcommittee commence. He will draft a charge for the subcommittee and present it for consideration at the next EE&FC meeting.

### VII. Swing Space: class scheduling, timeline and computer labs.

#### (a) Computer Labs

- Bob Neely stated that the issue of competition between IT and Academic Affairs for computer space during the Pray-Harold move has been resolved, with IT being housed in existing IT space in Halle and in the old DPS space in the Parking Structure.
- Wade Tornquist stated that computer lab space should be adequate. Computer Science will use facilities in Halle, others will use existing computer labs, and twenty-seven classrooms--that are also computer labs--will be used.
- Bette Warren stated that most people have submitted their requests for computer classrooms. Specific details of days and times for these classes are needed for the scheduler.

#### (b) Classrooms

Bob Neely stated that the first run of the scheduler came up with a shortage of classrooms.

- Working with the Physical Plant, thirteen new rooms have been located: six in Fletcher School (where licensing requirements will prevent the Children's Institute from moving in for another year); one in Boone, when IRIM moves out of the first floor; the fifth floor space in the REC/IM; rooms 201 and 205 in Welch; two to three classrooms in the basement of Snow; the training room in Human Resources in McKenny; and a room in Career Services.
- There are also some other possibilities, such as Pease auditorium and the Green Room behind Pease auditorium.
- The Cabinet has agreed to the use of three to four rooms in the Student Center almost continuously, not the eleven input into the first pass of the scheduler. This necessitated coming up with the additional spaces discussed above.
- Eric Owen raised questions about the scheduler allocations for Halle. Spaces that were designated for IT and the Writing Center have been designated as classrooms; the use of collaborative study rooms needs to be looked at more closely; and details are needed as to Computer Science's use of the computer lab.

- Bette Warren stated that all the space the scheduler took cannot reasonably be used. Feedback is being sought on the allocations. Classes with accessibility issues may be targeted to the library and the Student Center. The Scheduler will be run again with specific information.
- Bob Neely raised the possibility of using space in COB during the day. This brings up the issues of transportation and scheduling, with COB being half an hour off the times of the main campus.
- Bob Neely raised the issue of increased enrollment in the fall not being built into the scheduler. Wade Tornquist stated that if the enrollment surge is in General Education classes this would not be a problem, as long as departments and faculty are willing to increase section caps. The pinch for rooms is not in the fifty plus capped sections, but in the twenty to twenty-five cap range.
- The necessity of moving furnishings into new spaces was raised, particularly where classes are scheduled in lounges.
- Dave Crary asked if faculty will be required to crisscross campus a lot to reach their classrooms. Bette Warren stated that, without specifics input into the scheduler, it's hard to say; but, once assigned, there is nothing to stop departments from trading around within their room allocations. Bob Neely stated that the Physical Plant is exploring various transportation options.
- Bette Warren stated that when the scheduler is run in production, reports can be pulled from banner.
- As regards the Mark Jefferson project, Bob Neely stated that the new addition will not be ready by fall as previously stated by the Physical Plant, but will be about six weeks behind schedule.

#### VIII. Student Success Center – McKenney (attachment).

The committee considered a preliminary diagram of the proposed Student Success Center on the ground floor of McKenney. Academic Advising will be moving out of Pierce to McKenney and will be located next to Career Services. This will dovetail with the proposed “Coordinated Student Advising Team,” and “Retention and Student Success” offices, and the Holman Learning Center. Bob Neely stated that he hopes plans will go further to include such things as the International Student Office, the Writing Center, and the Math Development Center. The current plan has approval at the presidential level, but the timeline is probably about a year out, according to the Physical Plant.

In response to a question by Barb Scheffer, Bob Neely stated that the Provost’s Office supports college level advising and has no plans to centralize all advising. In response to a question by Michael Bretting, he responded that he knows of no plans to relocate the CATE lab out of COE and that any such relocations would require collaboration and discussion. He also undertook to keep Eric Owen informed as to the use of the space freed up by moving the Holman Learning Center.

#### IX. Departmental/School visits? (attachment)

See item VI.