

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	July 20, 2009
Time	10am
Location	302 Halle
Attending	Dave Crary, Walter Hogan (for Eric Owen), Matt Evett, Steve Camron, Sandy Hines, Mary Brake, Deb deLaski-Smith, Fraya Wagner-Marsh, Polly Buchanan, Wade Tornquist, Bob Neely
Absent	Eric Owen, Michael Bretting, Dennis Beagen, Mary Vielhaber

I. Approval of minutes from June 11, 2009. Polly motion to accept/Deb second – PASS

II. COT Capital Improvement Request

- COT submitted for approval by the committee a funding proposal to add more electrical support to Roosevelt for improvements to the computer lab located there. Polly Buchanan estimated the total cost to be around \$20K. Once the funding proposal comes back, COT will submit another request to have the work completed.
- Deb deLaski-Smith move to approve the funding proposal request. Fraya Wagner-Marsh second. PASS
- Mary Brake suggest that in the future, perhaps the committee could have proposals sent electronically and then take a virtual vote. This could speed the process along so colleges/departments can get the work done quicker.
- Deb deLaski-Smith move to take a virtual vote on the final proposal for COT when it is available. Wade Tornquist second. PASS

III. Surge Space Update

- The new Provost will likely have a retreat in August to review scheduling practices/policies. Some of these practices have broken down and could be due in part to online/hybrid courses and some of the colleges determining their own schedules.

Wade Tornquist – Pray Harrold renovation funding was attached to a bill that was passed in Lansing and the funding is now approved.

- Physical Plant is in the process of hiring a Construction Manager. This person will ultimately decide the phasing for PH.
- The deadline for being done with construction is 2012.
- In spring/summer 2010 – people (mainly department offices) will begin to move out.

Wade Tornquist presented a report from the Scheduling and Space Utilization Subcommittee. (Report notes were handed out). Based on that report:

In Fall of 2010 the first level of Mark Jefferson will be taken off line and at the same time some of Pray Harrold will begin to come off line. All of the courses can still be accommodated on campus, but space will need to be “borrowed” from other divisions on campus. This needs to be a small amount of space and those spaces need to be accomplished by October 2009 as this is when the Spring/Summer schedules are being developed and finalized. Because of this consistent start and end times need to be developed and enforced.

- Wade Tornquist motioned: when scheduling a MW daytime course use the same start times as TR daytime courses (daytime courses are considered 8am-5pm). Start times for MAIN campus: 8, 9:30, 11, 12:30, 2, 3:30 and 5. COB is 30 minutes off phase for travel time. Matt Evett second. PASS
- Wade Tornquist motioned: MTWR evening classes should start at 5:30 pm. Departments need to schedule ¼ of their courses on each day to spread out the demand for space. Departments should/could consider meeting for 75 minutes on 2 evenings. Matt Evett second. PASS

Bob Neely suggested the following proposal:

Because 2 buildings will be off line, the goal will be accommodating enrollment while maximizing convenience for university community. The EEFC endorses relying on R25 to build the Fall 2010 schedule WITHOUT department pre-assignment of rooms with the following provisions:

- 1) Departmental tiered preferences
- 2) Non-assignable space for specialized purposes (i.e. labs, studios)
- 3) ADA considerations
- 4) Opportunity for review of output by faculty (a procedure is needed to determine who will do this and when it will be done.)

Dave Crary moved to accept this proposal. Fraya Wagner-Marsh second. PASS

- Course caps will also need to be revisited. It may be beneficial to offer larger capped courses during peak times and move lower capped courses –particularly upper level courses – to later in the day.
- The hope is that most courses will get their preferred space, but some concessions will have to be made, or all of CAS will get whatever is left over. Departments will need to know that there is no guarantee they will get exactly what they want.
- Concern was voiced about security issues and room keys for other buildings. Polly Buchanan suggested looking into keypads for all rooms. The college offices can monitor this allowing access for instructors. Bob agreed security is the next piece in all of this to be investigated.
- Regarding the R25 database – it is not a stagnant system and changes will need to be made to it. This committee could “own” the information in the system – via the Provost Office – the colleges would need to notify this group of changes that need to be made and “someone” will need to make those changes in the data base.

Matt Evett stated that he would like to have some of this information/data available to present to Faculty Council at their September 16th meeting.

IV. Computer Lab Refresh

Although Eric Owen was not present, a handout was made available showing the approved \$100K for computers had been ordered and the areas to which computers were allocated. A decision is yet to be made on the remaining funds.

Next meeting date was not set pending several subcommittee meetings and the date of the Provost’s scheduling retreat.