

Notes from the Space Allocation Committee

December 1, 2004

Agenda:

1. Review Committee Charge
 2. Review Operating Principles
 3. Plan Inventory Update (discuss methodology, set completion and interim dates)
 4. Report on Classroom Scheduling
 5. Report on temporary relocation of Darwin functions and impacts
 6. Catalog issues waiting attention – prioritize and address if possible
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To start off, members of the Committee or their designees introduced themselves.

Elaine Leeder asked if her School space expert (Connie Lewsadder) could attend the meetings with her. After some discussion it was agreed to allow proxies and to empower them to be authorized to participate in decision-making so that projects and plans could go forward without delay. Additional resource persons would be invited when the agenda included space issues about which they have specialized knowledge. It was also agreed that, since proxies are allowed, decisions would not be reopened to accommodate input from members absent from discussions.

Katie Pierce drew the Committee's attention to the Charge of the Committee document and asked them to review it and to bring any questions or suggestions pertaining to the Charge to the next meeting for discussion.

Katie then asked for the Committee's input regarding a meeting schedule. She proposed twice a month on Wednesdays from 3 – 4pm. Elaine Leeder felt that twice a month was too much. Katie wondered if one hour a month during the spring semester was enough time to plan effectively for inventorying of space in Academic Affairs, and for Fall 2005 space planning since many issues have been deferred during the Committee's hiatus. The Committee decided to meet once a month and if a pressing issue required an unscheduled meeting, they would make every effort to attend. The next meeting will be on Wednesday, January 12. After that, the Committee will meet on the first Wednesday of each month.

Katie then directed attention to the Operating Principles for Space Allocation Committee document which the Provost created to guide the Committee. Steve Norwick did not agree with the principles and stated that the Space Committee doesn't operate that way. He maintained that the Committee's objective is to basically be involved in horse-trading, with each member representing his or her own constituency. Elaine Leeder agreed, citing effective decisions the Committee had made in the recent past. Katharyn Crabbe disagreed and explained that what was different about the Provost's vision for the Committee is a difference in rationale and that whatever decisions are made are to be intentional for education effectiveness. It doesn't necessarily mean that they will achieve a different outcome from how they've worked in the past. She went on to say that the principles were consistent with other efforts to comply with accrediting directives.

pertaining to institutional effectiveness. Katie will make the Provost aware of the objections raised.

Katie moved on to discuss the plan for inventory updating. Christopher Dinno's office sends inventory lists to the Chancellor's office each Fall. The Committee's charge is to update the inventory of space for Academic Affairs and to keep it current so that they can better respond to future space needs and issues. Katie extracted some data from the space inventory of Fall 2002 and asked the Committee to determine what types of data would be helpful to track. Katie explained that the inventory project is a means for assessing our space capacity in order to plan for how it meets the needs of our programs. She asked Christopher if he had a Fall 2003 inventory report that we could use as a baseline and he answered that he did. Katie will send out the report to Committee members for their units to begin updating. At the next meeting the Committee will review progress to date.

Katie then asked for a report on the temporary relocation of Darwin Hall and its impacts. Christopher reported that 7 portables have been installed and the utilities are currently being hooked up. The move is scheduled for after finals week and everything should be ready in time for the beginning of the Spring semester. Brian Jersky stated that the Darwin move has challenged their functionality but all in all, it has gone reasonably well and the donations of units and classrooms and Vanessa's scheduling help will keep them all functional. He also said that he was told that the temporary classrooms would not be ready in time for Spring instruction. Christopher reassured him that the project would be completed on time.

Next, Katie asked Vanessa to report on classroom scheduling because it was her understanding that we had centralized scheduling and she wanted to know how it was going. Vanessa reported that scheduling has not been centralized. The schools negotiate for classrooms and do the best they can and then they deal with it as a team. Katie asked Vanessa if we were using a new software program that centralized the process and Vanessa answered no. Tim Wandling said that they need to look at finding space for larger classes and Vanessa said that they are already anticipating that need and are working on it. Elaine Leeder said that perhaps they could look forward to some relief when the Green Music Center is operational. She thanked Dean Babula for his success in getting the auditorium for Freshman Seminar. Steve Norwick shared his concern with making changes to the freshman English class. It is vitally important to SSU because it is extremely effective in teaching students how to write and it makes SSU a different place. Brian asked if all of the donations of classrooms would remain the same for the 3 semesters that they'll need them before they can move back into Darwin. Vanessa answered that yes, the schools have agreed to the term needed.

Les Adler announced that Extended Education is planning the summer for the last time and so the Committee will need to become more involved in this process in the future. They will be meeting on December 17 to discuss scheduling priorities. Katie asked him to bring any issues of concern to the Space Committee at their next meeting.

The Committee did not have time to discuss item 6 of the agenda: Catalog issues waiting attention. Bill Babula suggested they send their thoughts about it via e-mail. All agreed. Katie asked that they include some detail so that they would be better prepared to discuss

it at the next meeting. Also, members felt it would be helpful to have a presentation about academic space planned at the Green Music Center. Katie agreed to put the item on the agenda in the near future.