

FACILITIES PLANNING SPACE SUB-COMMITTEE to University Space Committee

MEETING NOTES

October 30, 2018

Members in attendance: Amy Zucca, Carol Dietz, Gabriela Wanless, Jennifer Dillon, John Jordan, Kris Willis, Rory Hill, Shannon Volpi, Todd Bruce, and Tom Bonda; *absent:* Jim Burke, Mark Storz, Michael Marich

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting approved.
2. Progress is being made with EMS (SpaceFinder). Carol, Jim, Rory and Chetan had a conference call with the EMS consultants to determine how to make progress with loading additional information and utilizing more capabilities within the program. Additionally, Rory and Chetan are participating with other local Universities using EMS to discuss use and best practices. There was much productive discussion on the topic of SpaceFinder.
 - a. Rory noted that faculty email addresses can be loaded to EMS and then the system can be set to auto advise faculty of classroom assignment.
 - b. ● Rory will work with Gabriela to set up this process.
 - c. ● Rory will provide an update on progress made with updating details in EMS at the next meeting.
3. A big thank-you is extended to Todd and Maria who worked with Kris to develop a survey to be sent via email to students in classes in the four classrooms renovated in the spring: AD29, AD49, AD248, and AD249 to get feedback about the rooms. The survey was reviewed and a few additional revisions were suggested. Improvements to classrooms support Goal 1 for enhancing the Student Learning Experience.
 - a. Carol asked for clarification about the new IT Oversight Committee and how this new committee and the FP Space Committee may work in tandem deciding about classroom upgrades. (Perhaps Jim or Shannon can provide update at future meeting.)
4. ● It was requested that the Office of the Registrar make a presentation to faculty regarding the new consolidated list of classroom types, classroom assignment process, and room request changes.
5. We had some preliminary discussion regarding space guidelines and procedures for requesting space or renovations of space. More work to be done.

Next meeting: T, November 20, 2018 | location: Jardine Room

Meeting Notes recorded by Kris Willis. Please review and notify of any necessary corrections.