

Physical Environment Committee Minutes

November 12, 2014
8:15 am – 9:15 am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Racheal Thut
ATTENDEES	Ted Curtis, Co-Convener Harvey Sterns, Chair/Co-Convener Ann Hassenpflug, Vice Chair Shelly Keller, Secretary Stewart Blessing Julie Hykes Zach Kisor Chuck Kunsman Denise Montanari Shawn Stevens Bill Thelin Deans - Vacant
INVITED GUESTS	Lee Gill Tim Kracker Doug Kukta Ralph Morrone

Agenda topics

MINUTE APPROVAL

DISCUSSION	Approval of the 10/8/14 minutes was requested.
CONCLUSIONS	Denise made a motion to approve the minutes and Julie seconded the motion all members in attendance were in favor.

MEETING ITEMS

General Discussion

Muslim Prayer Room

- Harvey advised there was a meeting yesterday involving the Muslim Prayer Room request. Lee Gill, Chief Diversity Officer, asked to come to reaffirm the Physical Environment Committee's position. Lee went on to advise that this student group visited with Dr. Proenza over a year and a half ago. Anne Bruno had requested space for the prayer room. This student group experienced difficulties with the different types of praying they needed to do and whether or not men, women or both were praying at the same time. Because of their difficulties the men were in room and ladies were in stairwells. Discussions about this topic started with Jim Haskell. He found space that could be designated as prayer space. Dr. Sherman then felt the group should approach University Council. Currently, today the students are asked to reserve space if possible going through the regular reservation process. If there is not a space available. The person in charge of scheduling will find them a space. Anne Bruno has stated she will help them find space when they have reached a dead end and space cannot be found.
- The committee was advised that KSU and Miami of Ohio both have designated space of this sort. Miami's is in their Student Union.
- The committee was also advised if another group wanted to reserve the space they could use it as well.
- Ralph brought up the issue of washing feet in this space and how they would go about doing that.
- This room will be reserved on a first come first serve basis. Anne Bruno feels she can reserve/manage the room on that basis. Many will reserve rooms for long periods of time and that seems to be another obstacle this group encounters.
- The committee agreed that they still supported the motion they passed at the last meeting of this being a decision that needed to be decided by Legal Counsel.
- Currently this group tries to reserve Student Union Room 310. To solve the concern of how to separate the men and the women so they both can use the room a screen will now be put in there. This will divide the room so that women have access to one side and the men have the other.
- Chuck advised another issue was that members of this group have been found cleaning their feet in the drinking fountains.
- There was much confusion on the group solely wanting one room but it now sounds like anyone can schedule a room for this group anywhere at the beginning of each semester.
- A question was asked of how the cleanliness or hygiene issues will be monitored. Lee advised the Department of Health & Safety will be involved.
- Harvey ended the discussion by reaffirming, the committee believes that this group should schedule as any other student groups on campus.

Scheduling on Campus

- Tim Kracker, Asst. Univ. Registrar and Doug Kukta, Assoc. Dir. Off Univ. Scheduling was invited to this meeting so that this committee could discuss concerns faculty are having scheduling rooms and how it seems more difficult to move or make changes once rooms have been assigned. They were asked - What are you doing now/what is the scheduling process and where are you going in the future with space scheduling on campus?
- Curriculum Management and registration is handled by Tim Kracker. He coordinates the process to introduce new classes, etc. to the registrar's office.
- Tim handles class scheduling maintenance/assignments/troubleshooting. Tim advised they work with the Student Union to respond to student and faculty/staff needs. The Student Union handles their own scheduling but if they are unable to find a spot for someone, Tim's group will try to help next.
- His group helps to process and assign classrooms that are general purpose and department owned space. This causes many conversations with Jim Haskell.
- 20% of the rooms on campus are designated as general purpose space.

- 50-55% of the classes offered in that general purpose space have a generic instruction style space. This means it can house any general space.
- Currently their group is trying to not schedule Buckingham and Gallucci. There are classes in there now because there was no room elsewhere but those two buildings right now are last resort buildings for classroom scheduling.
- This past Monday we sent list to all depts. for summer to see who will be offering classes this summer. The deadline for classroom requests for summer is January so we can schedule for summer. After their info is entered we go thru the validation process. Then a week before registration we go through a process with 25Live. We've been using this system for over 20 yrs. Chalkboard, no chalkboard all those requests are thrown in the mix. The algorithm decides and then we go through and audit what it reports. We encourage depts. to use their departmental space as much as possible.
- When a dept. doesn't have a home situation is when we are involved in the scheduling.
- Optimization - should we make decisions after semester begins? We try to keep instructors close to where their office is for office hours etc. Getting from Polsky's to ICS in 15 mins. is a huge challenge even for a student athlete. We have to keep those types of situations in mind as well.
- Tim noted they have a reduction in the number of spaces they can schedule right now.
- He reminded the committee there are a number of faculty and students who have physical needs.
- Largest challenge that they seem to be getting away from is scheduling the highest volume from 9am-3pm. Departments are using online instruction. They are also elongating their day to add more flexibility in the class space that is available.
- We try to assist if someone needs a specific room for a specific purpose; we need to try to accommodate them.
- The question was asked, if enrollment is down why is there not more space? Tim advised that while the head count is down the credit hour production is flat.
- It was asked if it was a last ditch effort going to Buckingham and Gallucci. Would changing the meeting time change an option rather than moving to one of those two buildings? Tim advised the department will send over request we check to see if room is avail first, if one is not available then we send them what is open. The schedules are in the control of the departments as to when teaching times are available
- Right now for next semester we have 25 classes that don't have a room, usually at this time we have 100. We go back to the dept. and make suggestions. We try changing capacity etc. We are also waiting longer to cancel class sections now as students are registering later than normal.
- Another question asked was last year an instructor was trying to find data for room vacancy, they had to go thru People Soft and then 25live, after that they had to go to this person and that person. Are we holding too many processes or would a one shop data stop be more efficient? Tim advised that 25Live is for data on rooms. People Soft info will end up in 25Live eventually. For utilization reports Tim uses 25Live because the systems talk to each other. People Soft was not designed to schedule classes.
- PFOC contacts Tim's group when they need to add media or make repairs to see when the room is available for them to work in it. This is where Tim uses 25Live for that info.
- Jim Haskell is used as a capacity records person for their group.
- Doug advised there is not one package, but several systems. 25live works with all of them. All classrooms are added in to People Soft then dumped into 25Live. There is a reporting system in 25live. Doug can send specific reports on data needed from that program.
- Harvey advised one of the biggest faculty issues now is if one wanted to schedule or move a class. Most recently it was hard to get help and has not been campus friendly. How can we improve this situation?
- Ted advised after hearing these numbers, we don't have a parking or classroom problem we have a scheduling problem.
- Some normal examples of class times are Mon-Thurs from 9am – 3pm. That adds up to 24 hours per week. When classes run Mon - Friday from 8am – 6pm that adds 26 hours per week. Scheduling on Friday and longer hours, helps with parking and many other issues.
- Bill advised one of their problems is that it is hard to get the students to take the classes because of their work schedules. They want the class but can't take it at a different time. All departments have to have meetings we do ours from 3:30pm – 5pm none of our instructors are available at those hours to teach.
- Doug advised his group helps with scheduling for the Student Union, the ballroom and meeting rooms. Any organization needing space starts with us then if we can't help we push them to Tim's group or the Student Rec, InfoCision Stadium etc. We work with groups to help them find rooms. All reservations are on a first come first serve basis. This may

change, we are currently working on policies of when you can or cannot reserve rooms. We have big major events/annual events that are very important to UA; those get scheduled first and with priority.

- Ted advised that when Sasaki was here they felt that the Student Union needed to be expanded. Doug agreed stating they could use another 10 meeting rooms in there. There is much validity to that comment. Most likely in another ten years we will need 10 more rooms. Many campuses are in the practice of adding additional student centers
- When they moved the Board of Trustees to the third floor of the Student Union it took up space, after the initial planning this cut down the number of meeting rooms that were available.
- We have 200 plus student organizations that all want meeting space.
- Ann asked is there a reason that evening classes have to start at 5:20. Doug and Tim advised this is not a rule from the scheduling offices. This is department led.
- Off campus class those meeting patterns that were developed in 1972, meant to control class room utilization.
- Wayne Campus, Lakewood and the high school classes will differ; from Tim's office's prospective we are only scrutinizing Akron campus with our start times.
- We had whole colleges off pattern and that affected students and their inability to schedule Gen Ed classes.
- Ann asked who schedules faculty offices that are unused. They advised the dept. of the college handles their offices. They own the rooms. Only room numbers show in our system only.
- Our biggest obstacles when scheduling is; when can student take the class and do we have someone to teach it?
- We are trying to be accommodating to the customers, our students.
- It was asked if we could have Doug and Tim come back and they agreed. We will schedule them to come back during a future meeting.
- Shelly suggested maybe departments could meet earlier in the day freeing up that afternoon time for students to take class.
- The committee was out of time but everyone was handed draft forms for their information, of the no smoking policy request that University Council had discussed. (See ATTACHMENT 11-12-14 Smoke Free Campus Request)

Denise made a motion to adjourn the meeting and Shawn seconded the meeting. All in attendance were in favor.

Next Meetings:

- December 17, 2014 – 8:15am – 9:15am