**CAS**
**MINUTES OF MEETING**
April 27, 2015

[These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate; none of the comments, conclusions or actions reported in these minutes represent the views of, nor are they binding on, the Senate, the Administration or the Board of Regents.]

PRESENT: Kevin Smith (Chair), Roberta Kehne, Kent Kirkby, Jeffrey Lindgren, Maria Sera, Susan Staats, Ryan Bean

GUESTS: Toni Pangborn, support manager, OCM; David Crane, facilities operations manager, OCM

REGRETS: Dennis Becker, Chris Dovolis, Luke Odenthal, Jeremy Todd, Thomas Wolfe

ABSENT: Bill O'Neil, Harshavardhan Sanekommu, Mingze Sun

[In these minutes: Report from the SCEP Meeting; Departmental space discussion; Items for next year]

## 1.  REPORT FROM EDUCATIONAL POLICY COMMITTEE (SCEP) MEETING

Professor Smith reported that the Learning Space Master Plan (LSMP) proposal was presented and approved by SCEP. There was some discussion of the fact that a LSMP would lead to more intentional and meaningful upgrades and renovations. The proposal will be included on the University Senate docket for information.

Mr. Lindgren said that he met with the group that has been assembled by the provost to discuss spaces. He said that there is a need to promote the idea that there is a need for a LSMP, especially since the institution is place-based. He and Mr. Todd will be invited to a future discussion of the group regarding Pillsbury Hall renovations.

## 2. DEPARTMENTAL MANAGED SPACES

Professor Smith reminded members that as renovations are increasing, there are departmental spaces that could be used more efficiently if they were centrally managed. He asked members if they are aware of their department's thoughts on transferring spaces to central management. Members had the following comments:
- Mr. Bean said that he has discussed with colleagues that the libraries could see an increase in study space requests as Tate is under construction.
- Mr. Kirkby said that there is some departmental resistance, especially for those spaces that are set up for labs because they often have special arrangements that are best left arranged for the duration of the project.
- Ms. Pangborn said that OCM would fill under utilized spaces. Departments, over time find that their space needs are still met while being centrally managed. Currently, there

are demand limitations of spaces for 70+ people. They have combined smaller classrooms to create larger spaces. Mr. Crane explained that OCM can provide services related to design and operations, which goes beyond what is offered by OIT. Agreements with departments typically last five years, but the dialogue should still continue, so this is not a final limit to the contract. They have extensive buying and subject matter experts. This also creates economies of scale when purchasing or renovating spaces.

- Professor Smith said that the next step could be a broader inventory, because many faculty members are not aware of the space that is available. He added that in his experience, centrally managed classrooms are maintained in a timely manner.
- Professor Sera noted that her department does not have classroom spaces and this has resulted in their courses being held far from their offices. Ms. Pangborn commented that they do try to keep classes scheduled near the departments.

Professor Smith asked if the committee would like to continue to encourage this idea of converting more departmental spaces to general-purpose spaces. He added that a broader inventory would help incoming faculty to understand what is available. Members commented that Ad Astra is difficult to use, and their departmental spaces that are scheduled on Google are easier to reserve.

- Members agreed that it would be logical to improve the codes and how the spaces are named, then conduct an inventory. There should be accurate inventory information before any further decisions are made. This will also lend more data to the LSMP.
- Ms. Kehne commented that accessible spaces have become more plentiful, but it can still be difficult to determine the accessibility of spaces. If the departmental spaces are not scheduled through Ad Astra, the information about spaces is not necessarily accurate or up to date. Mr. Crane said that they utilize students to collect information about the spaces.
- Mr. Bean asked about the role of Facilities Management, as building managers might know the spaces. Mr. Kirkby commented that it is essential for the departments to provide the information because spaces might function differently than they appear.

Mr. Lindgren suggested a one-page document be created to list the incentives and disincentives for turning spaces over to be centrally managed. Professor Smith said that at a minimum, gathering data about the spaces should be allowed. He added that there will be some upfront cost to gathering the data and they will need to be considerate of the departments that have several spaces. This could be a burden for someone within the department.

**3. ITEMS FOR NEXT YEAR**

- Compile information about outdoor spaces. Could some spaces be augmented or new spaces created? Professor Smith suggested that some spaces be better used through landscaping to create outdoor learning spaces. The institution could also consider

mapping outside study spaces. Members said that this would require Wi-Fi and ways to project your voice outside. OCM has utilized design students in the past for creating innovative spaces.
- Continue to explore learning spaces by meeting in different locations next year.

The committee then toured spaces within Rapson Hall and then Professor Smith adjourned the meeting.

Jeannine Rich
University Senate Office