

CLASSROOM ADVISORY SUBCOMMITTEE
MINUTES OF MEETING
FEBRUARY 10, 2004

[In these minutes: Resolution/Statement Discussion, Overview of Departmental Classroom Inventories, Classroom Scheduling Policy Overview, ECS System Demonstration, Resource 25]

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

PRESENT: Ken Heller, chair, Bernard Gulachek, Donald Brazeal, Denise Guerin, James Perry, Jane Phillips, Andre Prah, Joel Weinsheimer, Katie Herbert

REGRETS: Steve Fitzgerald, Roberta Juarez, Steve Spehn, William Hanson, Jennifer Peters, Rachel Long,

ABSENT: Joyce Weinsheimer, Gina Meyers, Marco Perzichilli

OTHER(S): Nancy Peterson for Steve Fitzgerald, Nancy McGlynn

I). Professor Heller called the meeting to order and asked those present to introduce themselves.

II). Professor Heller reported that the FCC by way of SCEP has requested CAS draft a resolution, without mention of the Electronic Course Scheduling (ECS) system, that would enforce the existing Senate and Provost policy, which stipulates that there should be no non-standard teaching times and that no more than 60% of all courses should be taught during the peak time of the day. It appears that the FCC is leery of supporting ECS, although it has already been implemented. CAS¹'s previous resolution provided support for both ECS and standard classroom teaching times. Professor Heller distributed a handout containing a portion of the FCC minutes where this matter was discussed.

Because the directions to CAS on drafting another statement are somewhat vague, Professor Heller will find out more from the chairs of the FCC and SCEP. If business needs to be conducted prior to the Committee¹'s next meeting, it will be done over email.

III). Next, Professor Heller called on Nancy Peterson of the Office of Classroom Management (OCM) to provide members with an overview of departmental classroom inventories. Ms. Peterson distributed two handouts:

1. Departmental classrooms by area (data extracted from the SPACE database)
2. Department/college potential instructional space (Twin Cities campus)

Ms. Peterson noted that there are 260 departmental classrooms across campus. Some departments have a fair number of departmental classrooms and other departments have none.

Questions/comments from members:

- Who determines whether a space is deemed a classroom as opposed to a study room, etc.? Facilities Management makes that determination noted Ms. Peterson.
- The St. Paul campus has space fragmentation problems and certain departments are suffering immensely. As a first step in addressing this problem, a comprehensive space analysis of the St. Paul campus was conducted in January. Based on the results of this analysis, it was uncovered that the St. Paul campus has low classroom use efficiency for its centrally scheduled classrooms and even poorer use of its departmentally controlled classrooms. In the not too distant future, CAS may be asked to address this issue. How philosophically important is it for classes to be physically associated with departments in contrast to having classrooms centralized? Professor Heller acknowledged the issue of centralized classrooms versus distributed classrooms as being very important and definitely worthy of further discussion at a future meeting.
- Is the proportion of departmentally controlled classrooms equitably distributed or should some departments be required to give up some of their departmental classrooms? Professor Heller would like to give members an opportunity to look over the handouts that Ms. Peterson

distributed and formulate their own opinions. He also suggested inviting representatives from departments with large inventories to explain why they need so many departmental classrooms to a future meeting; there may be a very valid explanation. It was noted that the information contained in the *OE Departmental Classroom by Area*¹ handout is more than likely self-reported by units in response to regular surveys conducted by Facilities Management. Professor Heller encouraged members to review the handout, paying special attention to the number of student seats each room accommodates, when formulating an opinion on whether these numbers are reasonable or unreasonable.

IV). Scheduling Policy Overview: Prior to today¹'s meeting, members were instructed to visit the following URL:

<http://www1.umn.edu/usenate/usen/policies.html> to obtain information concerning the University¹'s current scheduling policy. Also, Ms. Peterson distributed a handout, given to scheduling coordinators during training, which synthesizes this information and provides them with guidance.

Comments and questions from members included:

- Are courses being entered into ECS for 2004-2005? Yes, departments have entered their courses for fall 2004 into ECS. On February 23rd the system will be opened for preliminary scheduling for spring 2005. A member asked Ms. Peterson for an update on how the process is going. Ms. Peterson stated that overall things are going well. The Office of Classroom Management received very positive response from the scheduling coordinators who were brought in for training. In terms of the 60/40 Report, (no more than 60% of all courses should be taught during the peak time of the day) it appears that departments are making a concerted effort to try to comply with this policy. Rooms for fall 2004 will be scheduled in early March and OCM will be able to report on this at the next CAS meeting.
- Professor Heller asked those present if they wanted to agree with this scheduling policy (<http://www1.umn.edu/usenate/usen/policies.html>) or recommend changes be made. Ms. Peterson suggested that the Committee wait and see if changes are necessary. If, for example, enough courses are shifted out of the peak time and if it becomes apparent that

departments are paying more attention to standard and non-standard class times, additional policy may not be necessary.

V). Next, Ms. Peterson provided members with a brief ECS system demonstration.

VI). Nancy Peterson reported that OCM uses Schedule 25 as its batch scheduling program and Resource 25 for event scheduling and to make changes to course schedules after the initial batch is run. Up until now, central classrooms were entered into Resource 25, but not departmental classrooms. In the fall of 2003, a transactional interface was installed. As a result, OCM was forced to load all departmental rooms into Resource 25 as well.

Now OCM is in a good position to introduce Resource 25 to departments thereby allowing department schedulers to use the system to schedule events, departmental classrooms, labs, etc. Three departments have been targeted for the initial rollout of Resource 25. Eventually, the goal is to rollout Resource 25 to all departments across campus.

One member asked if there are many courses scheduled by departments in non-standard hour blocks in departmental classrooms. Nancy Peterson stated that OCM is telling departments that they need the permission of their respective associate dean in order to schedule non-standard classes, not because it is a central classroom issue, but because it is a student issue. It was suggested that these guidelines should be written into policy because as it stands now they are simply guidelines.

VII). Hearing no further business, Professor Heller adjourned the meeting.

Renee Dempsey
University Senate