

CLASSROOM ADVISORY SUBCOMMITTEE
MINUTES OF MEETING
APRIL 18, 2005

[In these minutes: Administrative Strategic Planning Task Force Recommendations Related to Classrooms, Classroom Construction Standards, Classroom Projects Update, Convention Event Office (CEO)]

[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: Joel Weinsheimer, chair, Steve Fitzgerald, Michaeleen Fox, Roberta Juarez, Steve Spehn, John S. Anderson, Donald Brazeal, Denise Guerin, Ken Heller, Andre Prah, David Dierauer

REGRETS: Jamie Larson

ABSENT: Bernard Gulachek, Joyce Weinsheimer, James Perry, Hassan Abdi, Meghan Jensen

I). Professor Weinsheimer called the meeting to order and provided members with an overview of the agenda.

II). Professor Weinsheimer led a discussion concerning two of the recommendations, put forth by the administrative strategic planning task force related to classrooms:

- Recommendation #5: Focus administrative support on serving students, faculty, and academic units
- Recommendation #7: Optimize the use of the University's physical, financial and technological resources

A member noted several department budgets have not been finalized. It is likely some department budgets will be cut and that this will undoubtedly have a negative impact on classroom scheduling for fall semester. Several departments are being told not to reduce their revenue stream (tuition dollars) but to hold fewer, much larger classes. Steve Fitzgerald acknowledged that there are a finite number of classrooms, particularly larger classrooms. If this scenario comes to fruition, innovative approaches will need to be undertaken to deal with this problem. It was suggested that the committee inform the administration that it is difficult, if not impossible, to change the course scheduling process midstream simply because budgets have not been finalized in a timely manner.

A motion was made to have Professor Weinsheimer draft a letter to central administration communicating the committee's suggestions and concerns related to classrooms as outlined in the Administrative Task Force Report. Professor Weinsheimer asked

members for their thoughts on what should be included in this letter. Members suggested the following:

- All departments should be strongly encouraged/required by the administration to use Resource 25 (R25), a space-scheduling tool. Having all departments use R25 to schedule their department space would allow for transparency in scheduling space and maximize space utilization at the University.
- The administration should use its authority to enforce the space scheduling rules previously adopted by the University Senate and administration.
- Stress the need for dependable, recurring funding to sustain and build upon the past successes of the Office of Classroom Management (OCM).
- Rather than cutting expenditures, make expenditures that will promote the instructional mission of the University. More money needs to be earmarked for classroom space.
- Emphasize the need for more strategic planning in terms of future classroom needs.

Professor Weinsheimer agreed to draft the letter and circulate it to members for their comments. Once members have given their stamp of approval to the document, it will be sent to Senior Vice President and Provost Dr. Thomas Sullivan.

III). Director of Classroom Management Steve Fitzgerald provided information to members on the University's Classroom Construction Standards contained in the Classroom Appendix to the U of M Facilities Construction Standards (www.cppm.umn.edu/standards/AppendixDD.pdf). He noted that these standards have proven to be a tremendously valuable tool in recent capital projects e.g. Nicholson Hall.

He added, however, that within University Services there is a concern that the University may have over-identified its construction standards. In Mr. Fitzgerald's opinion, the University's Classroom Construction Standards are very valuable and should be preserved and maintained.

IV). Steve Fitzgerald provided members with a classroom projects update. He noted the following:

- Nicholson Hall is scheduled to go on-line in the spring of 2006. This building will contain 12 newly renovated high tech classrooms with 851 student seats.
- OCM has received HEAPR funds for ADA accessibility and security upgrades. These upgrades are occurring in four buildings across campus affecting 2300 student seats. Once these upgrades are complete the number of accessible University classrooms will increase from 35% to 47%. At the same time the accessibility upgrades are taking place, wireless controls of the door locking mechanisms are being installed.

V). Mr. Fitzgerald reported that a committee has been established to study the creation of a Convention Event Office (CEO). The genesis for this idea was that there is a lot of potential for generating extra revenue for the University and for additional outreach

opportunities. OCM has been asked to devise a methodology to make some of its classrooms available for convention use starting in the summer of 2007.

Related to this initiative OCM has reiterated that:

1. OCM's primary role is to provide academic support. OCM is willing to support this initiative while making sure its involvement in non-academic events will not detract from its academic mission.
2. Resource 25 is a very sophisticated program with a lot of capabilities that can provide valuable support to non-academic event scheduling and management. There is R25 functionality for events that OCM currently does not use (invoicing, for example). To use it to assist the Convention Event Office will require development work and resources.

In closing Mr. Fitzgerald noted that OCM envisions being able to support this initiative without detracting from its academic mission.

VI). Professor Weinsheimer thanked members for serving on the committee and thanked Renee Dempsey, Senate staff, for supporting the committee's work. Members, in turn, thanked Professor Weinsheimer for his work as chair. Hearing no further business, Professor Weinsheimer adjourned the meeting.

Renee Dempsey
University Senate