

Space Management Committee Meeting

October 6, 2005

Attending:

Paul Smith, Ken Tabbutt, Bill Zaugg, Jodie Kirkwood, Patti Zimmerman, John Lauer, Steve Trotter

Guest:

Theresa Aragon

Recorder:

Maria Horan

1. Minutes

Suggestion to add last names of staff mentioned. Minutes approved with changes.

2. Action Item Updates/Announcements

SRI's: About the SRI list that was compiled, project requests that were submitted and better fit other types of funding (i.e., preventative maintenance, etc.) were moved appropriately (if you submitted a project and you don't see it on the list, than you should have been contacted about the process that applies to get the project completed, if you haven't been contacted inform Paul). Paul met with Hal and some projects from the last year were completed, so have been removed from the list. The list that was distributed has the current projects submitted this Fall and those projects carried over from the previous SRI list that were not completed. Paul will ask the VP's to review this list in time for facilities staff to begin working on the authorized projects in the Spring.

ACTION: Each area representative to review the projects for their area and prioritize them. To discuss prioritization at next meeting.

The written SRI process that has been established will continue to be used. The written process was provided to the committee.

ACTION: Maria to post the SRI process on the committee web page.

Leisure education: When a room is decided upon, the committee will be informed by email. The room assignment would begin in January.

Ballet Bars in CRC room: Russ indicated that ballet bars are not a high priority.

Regular scheduling of the Longhouse: issue deferred.

Scheduling of COM building classrooms: Patti discussed issue of allowing space scheduling to schedule the classrooms in the COM building with John Robbins and Shannon Stewart and they agree to it. To allow everyone to prepare for this change, it was asked that this change take effect this summer. The committee agreed.

Action Item:

1. Each area representative to review the projects for their area and prioritize them.
2. Maria to post the SRI process on the committee web page.
3. A recommendation to change space scheduling practice for the classrooms in the CRC to be effective for the summer of 2006 will be prepared for John Hurley.
4. Next meeting:
Nov. 3rd, 1-3pm.

Agenda Topic:
SRI prioritization

ACTION: A recommendation to change space scheduling practice for the classrooms in the CRC to be effective for the summer of 2006 will be prepared for John Hurley.

3. Capacity and Utilization Report

Ken provided the committee with a working draft capacity and utilization report of academic space on campus. This report is of classroom space only (i.e., seminars, multipurpose rooms, general classrooms) and does not include specialty areas (Like the science labs, designated classrooms in the Lab buildings, photo labs, etc., these will be reviewed in the second report). The report provided to the committee is the first of three, will also look at special teaching spaces and office spaces.

Ken provided the committee with an overview of the report. Remarks on the various sections of the report:

Data: the information pulled from the system is the average classroom use for a representative week and therefore does not totally accurately reflect classroom capacity. Classroom usage gets close to capacity a lot more than the data shows.

Square footage data: it was difficult to get Fall data out of the system, so much is in hard copy form and gathered from bits and pieces. Report is for Winter use, Summer use is different (not as much demand for space).

Stations: Information is for daytime use only. Use a standard of 45 contact hours per week. Space scheduling has a difficult time scheduling events or activities during peak times of the week, and this is before the additional 900 students. Plus, Evergreen uses space differently than traditional colleges. Suggestion made that evening and weekend student numbers be pulled as a base to better reflect daytime use. The report inaccurately reflects our utilization because the way we report does not reflect how we use the space.

Classroom type distribution: As we went through the remodels didn't lose specific types of rooms, rooms seem to be getting larger (smaller rooms going off-line to remodel). Larger rooms like the lecture halls remain open. Some rooms will be lost temporarily others permanently. Since student faculty ration has gone up (now at 25:1), smaller rooms may be good to use as break out rooms. Evergreen has fewer programs that have the really large student groups. Since the average size of the classrooms are increasing, our square footage is also. Simply because the footage is increasing, doesn't necessarily mean that we are getting additional classrooms or student stations.

Report is based on the capacity not 15.1.1 hours of contact each week. The State standard is 22 hours per week. But 18 or 10 hours is more realistic at Evergreen. If 66% is scheduled than it's considered fully utilized. If we used space based on the state standards than we have the space, but this is not how space is used at Evergreen.

With block scheduling, utilization numbers are not accurate. If blocks of space are reserved average utilization rates are overestimated. Evergreen is approaching capacity at peak times, because everyone wants to schedule their classes during those times.

The utilization rates in the report may look low, but it depends on the time of day. Faculty provide space scheduling with the information to schedule their rooms, and they often reserve for the maximum number of students. There is no connection/communication between space scheduling and registration. Space scheduling does not know how many students are actually enrolled in a class. Numbers from registration may be able to reflect a more accurate utilization rate.

Need to improve the way that space scheduling is used, faculty and those that do not need the space they reserved should return it to space scheduling and this often does not happen. Need to encourage faculty to return unused space reservations so that space scheduling can re-schedule.

Current amount of space is what the college is going to get, need to look at scheduling behaviors to maximize space use. And, at the same time be able to accommodate students within the framework that Evergreen offers. May need to modify our enrollment process (extended education, conferences, evening and weekend program, distance learning, spreading out the week, etc.).

Extended education program would like dedicated space, but will work around what currently exists. If the program grows quickly may want space dedicated, may also take the program to outside locations. Is willing to share dedicated space with conference services. Without the space, they loose business, plus want it to be a positive experience for the customer. Enrollment is no longer traditional, willing to explore on-line programs (MIT, Stanford offers these type of programs). Theresa thanked the group for their time and expressed her willingness to work with space scheduling for getting space for the extended education program.