

3/13/2019

Attending: Yancy, Sandy, Donny, Tony, Tyler, Dennis, Brian, TL

Absent: Matt

Action Items

- Donnie pull EMS/IRIS/Banner & provide current data, holistic list, using room definitions from state
- Donnie talk with Kelli Flood and determine the connection between IRIS & Archibus, & why changes aren't being implemented for follow-up.
- Sandy send TL list of rooms.
- Tyler to follow-up with additional questions to UTK re policy
- TL get list of rooms in front of CADHs and Deans to confirm common understanding

Documents

- Three documents distributed:
 - TN State Room Definition, from Donny, on ITAC website
 - List of Central Rooms, from Sandy, on ITAC website
 - UTK Classroom Refresh Policy, from Tyler sent from UTK, on the ITAC website

Notes

- ITAC-driven
 - Discuss practices, standards, policies going forward
 - Help with decision-making, funding, management
- What is a central room? What is managed? Perception of central management?
 - Can't get to money conversation because we can't get past definitions & data
 - Ownership issues
- Tyler procured classroom refresh practice from UTK
 - TL asked aboutHow much is UTK's budget? How are rooms assigned?
- TL would like to be able to assure deans, that regardless of the model, faculty will be in local rooms that make sense (not a COB faculty teaching in EMCS).
- Yancy:
 - First time dealing with was with Gerald, classroom scheduling
 - Linda Orth was registrar
 - Shrinking number of classrooms & labs that were being "owned" by the department (in terms of off-limit to Records)
 - Not able to constructively schedule classes because department-controlled
 - Conversation w/Gerald about this being silly
 - Gerald agreed that department-"owned" – first dibs at scheduling across the day, 7a-8p, then control returned to Records
 - There is no written policy.
 - Yancy might have an email from Gerald to Deans that this is how we're going to do this
 - The issue was this – notion that it's not centralized controlled by departments once Records gets it
 - Not centrally controlled if it's not on the list
 - Centrally controlled = "schedule whenever they need to"

- Gerald's agreement remedied the shrinkage of the list
- Universally implemented
- Tends to be around personal preferences
- Sandy:
 - Records has to call department to ask permission
 - Assign departments in the building first
 - Large lecture halls are the hardest
 - Hunter 208 will never give it up, the answer is always no
 - Some rooms with card swipe access owned by department & not allowed to schedule (some labs too)
 - Scheduling is a little manual but can run reports to see what's booked/available
- Donnie:
 - Fletcher 3rd floor, two of classrooms Brock 4th coming offline
 - This is the list that first gets hit
 - Davenport will be vacated by biology
 - Passive aggressive ownership
 - Professors physically locking doors between classes (required key class)
 - Battle of attrition
 - CPI's optimization process – more general buckets (preferences equal limitation & require manual manipulation)
- Discussion:
 - Ultimate desire/goal?
 - Entering the right type of preferences in the optimization piece. Being realistic (Sandy)
 - Optimizing the space that we have (Yancy)
 - Utilization as high as we can get it in teaching and learning spaces (Yancy)
 - Ownership of 90-95% of the classrooms
 - Easier to schedule by the rule & make exceptions as need be
 - Optimization simulation?
 - Demonstrate that it won't have a negative impact
 - Hectic construction projects, talk to consultant about it (Donnie)
 - Example of HHP, one building
 - How many preferences? As many as you want?
 - And can be weighted.
 - ADA can be built in.
 - Height-adjustable tables.
 - Preferred, Must Have, Not A Preference in the system
 - How many classes are there altogether?
 - Close to 300 that a class was put into (Donnie can get real number)
 - EMS & Banner cross-walked information
 - IRIS "should be" the holistic list of classrooms (Facilities asks for list of rooms)
 - English still owns half of Holt, for example, change not accepted by State
 - Not everyone is crosschecking their room inventory
 - How much does the state manually allow us to change, the yearly data set?
 - Full EMCS walkthrough with Facilities at the moment
 - Suggestion of a full walkthrough of every building

- An update in IRIS goes into Argus? (sp) – another system owned by the state?
 - There may be a backlog at the state in Archibus of proposed changes to our rooms
 - Donnie doesn't know if IRIS can be trusted
 - <https://fs.utk.edu/archibus/> the system level – Kelli Flood
- State looks at utilization by square footage
 - Capital appropriation realm
- We can get a holistic list from EMS
 - EMCS is a big question
 - Get the list from IRIS & EMS
 - Look at the 300
 - Identify gaps that aren't captured
- Question of even something like conference rooms & other non-academic spaces
 - Include labs and rooms on list of definitions
 - Art is really good at finding places that can't be used for anything other than student lab space (Pfeiffer basement)
 - TL surmises that the Deans will want to understand holistic room situation before agreeing
- Donnie's list is an IRIS-coded list
- UC/Arc needs to be on the list
- IRIS list:
 - Square footage
 - Ownership (what IRIS shows vs. Banner)
 - Room type
 - Room number
 - Workstations/capacity (Banner capacity maintained by firecode & furniture)
 - Utilization
 - Other fields: inventory type, fund, % used
- Providing a path to fixing IRIS data
 - Getting access to edit in IRIS
 - Donnie sends changes to Kelli
- Started working on fall schedule on February 1st.
 - Do spring & summer at the same time
 - Summer – before Christmas
 - Tied to curriculum process
 - Spring will start in September.

Questions at meeting onset:

Is there a policy related to who schedules which rooms first? No

Or manages these spaces? No

Or if a department doesn't share any rooms? No

Or shares all room? No

Or shares the rooms 50% of the time? No

How were these 80 rooms were determined as Registrar booked? Historical

If there is anything written down? No