

**Academic Services Committee
Minutes
March 15, 2007**

Members Present: Jeffrey Donnell (ME)(Chair), Bill Ballard (Exec. Board), Linda Cabot (OIT), Nancey Green Leigh (CRP), Margaret Loper (GTRI), Judith Norback (ISyE)(Secretary), Jim Sowell (PHYS), Myrtle Turner (GTRI), Alex Wang (SGA), Jane Weyant (CoE).

Visitor: Cynthia Jackson, Campus Space Coordinator, of Space Planning

1. The meeting came to order at 3:30 p.m. on March 15, 2007 in room 202 of Tech Tower.
2. Cynthia gave an overview of capital planning and space management. Several points were made:
 - Question: “What’s the general process for assigning classrooms each term?” (question 1 on the first attachment). Answer: Cynthia noted Georgia Tech has plenty of space, but it is not being used at all possible times.
 - Question: “Are there administrative issues that could make space problems better/worse? (question 3 on the first attachment). Answer: It would be helpful to Space Planning if administrators could cross list classes earlier (before the deadline) and if administrators would respond to emails in a timely manner.
3. Several questions were asked by members of our Committee:
 - Question: Since Georgia Tech now has 200 to 250 more students than two years ago, how will we handle classes of over 200 students? Answer: For now, by splitting the class into several sections.
 - Question: How can our Committee help you? Answer:
 - 1) If people have booked space and are not using it or no longer plan to use it, they should let Space Planning know.
 - 2) We need to figure out how this process can be settled earlier than the day before class (the policy was just changed from three days before the class).
 - 3) It would be helpful to know equipment needs in advance.
4. The next meeting of the Academic Services Committee will take place on April 19, at 3:30 p.m.
5. The meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Judith Norback

CAPITAL PLANNING AND SPACE MANAGEMENT
3/15/07

- 1) What's the general process for assigning classrooms each term?
SUMMER 2007

Phase I of registration is on March 28-April 8. This means that we will be adding sections until April 8.

FALL 2007

The Registrar's Office won't be through with pre-registration until July 6, which is right before FASET 1. Academic departments will have to make schedule adjustment during that time and also during Phase II (July 11-24). SPRING 2008

Phase I ends on November 13.

Who do you consult? [Department coordinators](#)

Under what circumstances (if any) can faculty veto / request / control a classroom assignment?

[All faculty requests that can be accommodated are. The communication is between the coordinator and Space Planning.](#)

Are there peak hours when space is hard to find / off-peak hours when many rooms stand empty?

[Hard to find times are 9-3](#)

[off peak 8-9 and 3-7pm](#)

- 2) Are classrooms being added / renovated as fast as enrollment rises?

[ILRC programming will start in April 07. This building will house classroom, lab and lecture spaces](#)

[Old CE will possibly create seminar or classrooms](#)

Are new classrooms usually the right size? [yes](#)

What projections are made about enrollment and classroom construction / renovation?

[We do not make projections on enrollment. We are currently working on a 3yr plan to renovate classrooms. Desks have been upgraded over the last 4 years.](#)

- 3) Are there administrative issues that could make space problems better / worse?

[Space assignments would be made faster if administrators would cross list classes before the deadline and respond to emails in a timely manner.](#)

Are administrators effective in estimating class sizes? [Yes](#)

Do they plan far enough ahead? [Yes](#)

- 4) What message might we carry to the Faculty?

[Please communicate all equipment needs to coordinators during registration.](#)

What would you like the Faculty to know (and be patient about)?

I haven't had any problems.

What would you like faculty members and administrators to do as they develop courses?

Consider the amount of space available before setting minimums.

SPACE PLANNING DEADLINES

SUMMER SEMESTER 2007

Coordinators Room request in <i>BANNER</i>	Space Planning Final schedule	Rooms open up for events which include separate exam times and help sessions
April 10 th -8am	April 23 rd -5pm	May 29 th -8am
	*provided all errors are corrected	*exam times will be processed first.

FALL SEMESTER 2007

Coordinators Room request in <i>BANNER</i>	Space Planning Final schedule	Rooms open up for events which include separate exam times and help sessions
July 10 th -8am	July 31 st -5pm	Sept 4th-8am
	*provided all errors are corrected	*exam times will be processed first.

SPRING SEMESTER 2008

Coordinators Room request in <i>BANNER</i>	Space Planning Final schedule	Rooms open up for events which include separate exam times and help sessions
Nov 16 th -8am	Dec 7 th -5pm	Jan 21 st -8am
	*provided all errors are corrected	*exam times will be processed first.

Other Information

What would cause a delay?

All errors must be fixed before we can close banner. Errors are described as classes that should be cross-listed that Candy has not been made aware of, two different classes requesting the same priority room, or missing session codes.

**Capital Planning and Space Management
Lyman Hall Building**

Reminders for Summer Registration- 2007

Please be informed that Banner will be closed for Summer classroom requests beginning at noon on **TUESDAY, APRIL 10th** (other deadlines on back) so that we can start the room scheduling process. Remember that this restriction only affects centrally scheduled classrooms - you will still be able to enter and modify classes that meet in rooms we don't schedule.

We will make every effort to respect priority room requests. As a result of increased enrollment, moving some classes out of priority rooms may be inevitable in order to accommodate our students. However, we will make every attempt to avoid this when possible. If these changes are necessary, we will give the department as much notice as possible and you will be given several choices to consider.

Please e-mail any special requests as soon as possible. These requests include OIT technology requests, back-to-back classes, or any other special needs. Note that these requests are only necessary when you are NOT assigning your own priority rooms. We will try to accommodate these requests where possible, but with the very limited classroom space for Summer, this may not always be possible.

Listed below are reminders for Summer scheduling:

- All classrooms requests should be in Banner by noon on **APRIL 10th** to enable us to perform trial scheduling runs with the most accurate data.
- If a class does not need a centrally-scheduled room: enter your own room, set the session code to something other than "A", or place an asterisk (*) in the building code.
- Make sure maximum enrollment is not set to zero if a room is needed.
- Make sure Space Management is aware of any maximum enrollments being "held back" (for example, max is set to a low number now but will be increased later). Otherwise we may assign a room that is too small.
- Classes with non-standard meeting times may get a lower priority for placement.
- Do not assume that you will get a room (especially if not one of your priority rooms) just because banner lets you enter it. If the priority holder requests the room at the same time, they will get it, even though banner may have allowed the entry with no error message.

Please let us know if you have any questions or concerns.

Entering Classroom Equipment Requests in Banner

Effective for Spring Semester 2006, requests for classroom technology equipment can be entered into Banner. This is done using the “Scheduler Preference” button on the Meeting Time block of the SSASECT form. A room attribute code is entered corresponding to levels of technology required, according to the OIT table shown below.

Entering this code is only necessary when you are *not* assigning your own priority rooms. That is, you should only enter equipment requests when you are not requesting any specific room, or when you are specifying a preferred room that is not one of your own priority rooms. In the latter case, the preferred room is not checked for equipment and will be assigned regardless, if available. If the preferred room is not available, or no specific room has been entered, then the equipment request will be used to search for an available room.

Banner Room Attribute Code	N/A	Level 0	No equipment or infrastructure
	RL1	Level 1	Single projector and wall plate, Professor would need to bring laptop
	RL2	Level 2	Single projector, computer, VCR/DVD and mobile lectern
	RL3	Level 3	Single projector, computer, VCR/DVD and smart podium
	RL4	Level 4	Dual projector, computer., VCR/DVD and smart podium
	RDL	Special code for Distance Learning Room	
	RPRS	Special code for rooms equipped with Personal Response System	

* Faculty are required to bring their own PC, VCR, or input device to Level 1 rooms

For example, the code “RL3” would be used to request a level 3 room, which has a projector and screen, computer, speakers, and DVD/VCR, smart podium. “RL1” would be used if the instructor is supplying their own PC. Other levels can be requested as well.

Note that the each succeeding level includes the equipment in each lower level; this means, for example, that if you request a level 3 room, you might actually be assigned a level 4 room since it satisfies all of the requirements of level 3.

Also please be aware that requesting equipment will reduce the number of classrooms that could potentially be assigned to the class, and might even result in no classroom being assigned if none are available with the equipment requested.

Instructions for Entering Requests

First, retrieve the CRN you are interested in, using SSASECT as usual. Then proceed to the Meeting Time block on the second page and continue as shown below.

If there is more than one meeting time for the CRN, first select the one you want to enter the request for, so that it is highlighted. If all times need the equipment, you must make an entry for each.

Once the meeting time you want is highlighted, click the button under “Scheduler Preference,” and the next screen will appear.

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Auto Scheduler	Scheduler Preference	Partition Details
	CLAS	09-JAN-2006	06-MAY-2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1105	1155	<input type="checkbox"/>		<input type="checkbox"/>
	CLAS	09-JAN-2006	06-MAY-2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1205	1255	<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>

Meeting time code; press LIST for codes. Press DUPLICATE ITEM to access Cross List Form
Record: 2/2 | ... | List of Valu... | <OSC>

The meeting time you selected appears at the top of this page – make sure it is really the one you want if there are multiple times for this CRN.

The “Partition Preferences” area is not used; instead use the “Room Attribute Preferences” area. Enter the Banner room attribute code listed in the first column of the table on the previous page. Always use the number 1 for the Preference Number, then commit your change.

Meeting Code	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
<input type="checkbox"/>	09-JAN-2006	06-MAY-2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1205	1255

Partition Preferences

Code	Preference Number	Activity Date
		17-NOV-2005

Room Attribute Preferences

Code	Preference Number	Activity Date
RL3 OIT Level 3 Technology	01	15-NOV-2005

Partition Code; press LIST for valid codes.
Record: 1/1 | ... | List of Valu... | <OSC>

These preferences will be used in the scheduling process and a best attempt will be made at satisfying the request. Data must be entered prior to Banner access being restricted, as announced by the Space Management office.

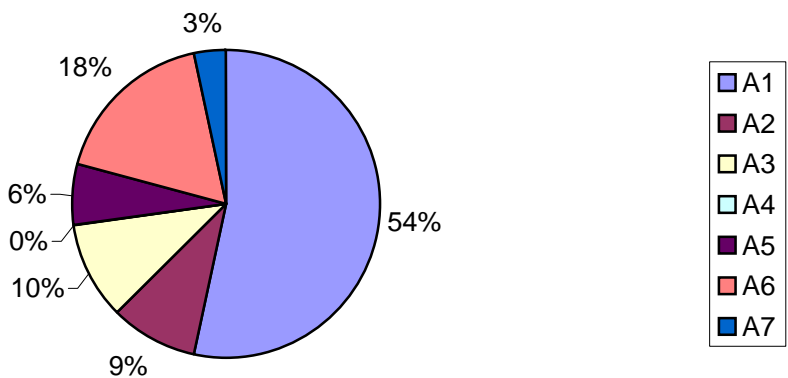
Special note for classes meeting together: Only the first course subject code, number and section (alphabetically) needs to have equipment specified; if unsure, enter the attribute code for all of the classes and this will ensure that it is picked up in the scheduling process.

387 CHANGES BROKEN INTO CATEGORIES

Code	A1	A2	A3	A4	A5	A6	A7
Count	206	36	40	0	24	68	13

387

CHANGE CATEGORIES for Spring 07



- A1 ROOM SWAP
- A2 TIME CHANGE
- A3 NEED ROOM
- A4 BLANK
- A5 OTHER
- A6 CANCELED CLASS
- A7 CROSSLISTED

ROOM PRIORITY AS OF 2/9/2007

ROOM	PRIORITY	ROOM	PRIORITY	ROOM	PRIORITY	ROOM	PRIORITY	ROOM	PRIORITY
002 140	MATH	024 203	INTA	055 209	ISYE	081 L4	MATH	144 185	MSE
002 146	MATH	024 203	PST	055 211	ISYE	081 L5	PHYS	145 316	CEE
002 149	MATH	024 203	POL	055 213	ISYE	081 N210	PHYS	147 L1105	CHBE
002 153	MATH	024 203	PUBP	055 215	CEE	081 S104	PHYS	147 L1116	EAS
002 154	MATH	024 207	HTS	055 215	ME	081 S106	PHYS	147 L1118	CHBE
002 168	PSY	024 207	INTA	055 215	ISYE	081 S107	PHYS	147 L1125	CHBE
002 169	MATH	024 207	PST	055 217	ISYE	081 S204	PHYS	147 L1175	EAS
002 170	MATH	024 207	POL	055 219	ISYE	085 C240	ECE	147 L1205	EAS
002 171	PSY	024 207	PUBP	066A 204	BIOL	085 C241	ECE	147 L1255	CHBE
002 202	MATH	024 208	HTS	066A 320	BIOL	085 C340	ECE	153 1443	NONE
002 240	MATH	024 208	INTA	066A 322	BIOL	085 C341	ECE	153 1447	COC
002 243	MATH	024 208	PST	075 258	ARCH	085 C457	ECE	153 1456	COC
002 246	MATH	024 208	POL	075 258	CP	085 W200	ECE	153 2443	ECE
002 249	MATH	024 208	PUBP	075 258	ID	086 311	ECE	153 2447	ECE
002 254	MATH	024 304	HTS	075 258	BC	086 357	NONE	153 2456	NONE
002 256	MATH	024 304	INTA	075 259	ARCH	086 360	ECE	165 1103	BMED
002 268	MATH	024 304	PST	075 259	CP	086 380	NONE	165 1214	BMED
002 270	MATH	024 304	POL	075 259	ID	086 413	NONE	165 1232	BMED
002 271	MATH	024 304	PUBP	075 259	BC	098 1	NONE	167 G011	CHEM
002 308	LCC	030 101	AE	075 260	ARCH	098 2	PSY	167 G021	CHEM
002 311	LCC	039 106	ML	075 260	CP	103 228	CHEM	167 1201A	CHEM
002 314	LCC	039 115	ML	075 260	ID	103 339N	CHEM	167 1222	CHEM
002 317	LCC	039 206	ML	075 260	BC	103 339S	CHEM	167 1224	CHEM
002 368	LCC	039 325	ML	076 107	ARCH	103 346	CHEM	172 100	MGT
002 371	LCC	040 244	AE	076 107	CP	103 B6	CHEM	172 101	MGT
024 11	HTS	040 246	AE	076 107	ID	103 B6A	CHEM	172 102	MGT
024 11	INTA	041 201	NONE	076 107	BC	111 142	CEE	172 103	MGT
024 11	PST	041 202	NONE	076 123	ARCH	111 142A	CEE	172 200	MGT
024 11	POL	041 G08	NONE	076 123	CP	111 298	CEE	172 201	MGT

ROOM PRIORITY AS OF 2/9/2007

024 11	PUBP	050 16	CHEM		ID	111 311	CEE	172 202	MGT
024 15	HTS	050 17	CHEM	076 123	BC	111 312	CEE	172 203	MGT
024 15	INTA	050 52	CHEM	076 123	ARCH	111 519	CEE	172 221	MGT
024 15	PST	050 53	CHEM	076 207	CP	129 109	NONE	172 222	MGT
024 15	POL	050 101	CS	076 207	ID	135 2404	ME	172 223	MGT
024 15	PUBP	050 102	CS	076 207	BC	135 2405	ME	172 224	MGT
024 104	HTS	055 103	ECON	076 207	ARCH	135 2406	ME	172 300	MGT
024 104	INTA	055 105	ECON	076 309	CP	135 2407	ME		
024 104	PST	055 107	ECON	076 309	ID	135 2407	PTFE		
024 104	POL	055 109	ECON	076 309	BC	135 3403	ME		
024 104	PUBP	055 111	ECON	076 309	MATH	135 3403	PTFE		
024 105	HTS	055 113	ECON	081 L1	PHYS	144 183	ME		
024 105	INTA	055 115	ECON	081 L1	PHYS	144 183	MSE		
024 105	PST	055 117	ECON	081 L2	MATH	144 184	ME		
024 105	POL	055 119	ECON	081 L2	PHYS	144 184	MSE		
024 105	PUBP	055 205	ISYE	081 L3	MATH	144 185	ME		
024 203	HTS	055 207	ISYE	081 L3	PHYS			10 WITH NO PRIORITY	