

University of Minnesota Morris Digital Well  
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Planning Committee

Campus Governance

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11-17-2011

## Planning minutes 11/17/2011

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**Planning Committee Meeting  
November 17, 2011**

**Present:** Margaret Kuchenreuther, Dave Aronson, Julie Eckerle, Ken Hodgson, Arne Kildegaard, Jane Kill, Leslie Meek, Josh Preston, Lowell Rasmussen, Jordan Wente

Guests: Roger Wareham, Clare Dingley and Jeri Squier

The November 3 minutes were accepted as presented.

- ▶ Roger Wareham handed out a revised Recovered facilities and Administrative Cost Distribution Policy. When Roger presented the new policy to the Finance Committee, they suggested including the following paragraph:

Related activities to sponsored projects include, but are not limited to, the following items:

- a) Reimbursement/support to units for costs (such as staff, communications and supplies) directly related to award that generated F&A;
- b) Matching funds for proposal/awards that generate F&A; and
- c) Incentive funds to encourage development of proposals for external funding.

The Finance Committee also suggested changing the wording regarding the 20%-administering Vice Chancellor to read “20%-administering Chancellor/Vice Chancellor.”

After some discussion there was a unanimous consent to move the policy forward, as amended by the Finance Committee. It will be sent to the Dean.

- ▶ Margaret reminded the committee that we soon need to use the comparisons of the “Morris 14” which was discussed at the October 20 meeting. Peter Radcliffe and Chris Frazier are visiting Morris November 28. Perhaps at this meeting more direction will be offered on how to proceed.

As a reminder the “Morris 14” consists of

Ramapo College of New Jersey	University of Mary Washington (VA)
Macalester College (MN)	Concordia College (Moorhead) (MN)
Carleton College (MN)	St. John's University (MN)
St. Mary's College of Maryland	Gustavus Adolphus College (MN)
Hamline University (MN)	University of Maine at Farmington
University of North Carolina at Asheville	St. Benedict College (MN)
St. Olaf College (MN)	Evergreen State College (WA)

(Please note there are 8 private colleges and 6 state colleges.)

- ▶ Lowell reiterated the necessity of keeping the predesign in mind for the Library/Student Center Commons Area and Blakely, Education and MRC Mall renovation; these projects mandate UMM to pay the 1/3 cost for approximately 20 years. We no longer have the luxury of having monetary help as in the past.
- ▶ Clare Dingley and Jeri Squier presented information regarding optimal space utilization for classroom use at UMM. This area has multiple uses and interpretations of the data. (Jeri distributed handouts that listed classroom/capacity/description/hour usage including both academic and non-academic uses for Fall '10 and Spring '11. The following are discussion notes from the handouts.)

There are software programs which help with classroom designation. The Twin Cities uses the Resource 25 software. UMM uses EMS. These two software packages are very different and are not able to easily produce data which is comparable. UMM's current EMS software is basically meant for event management. There are chronic problems when using this. Software Resource 25 addresses space utilization, which also understands specifics such as the requests of tenure-track professors with specific needs both in space and time.

One member observed that with a schedule that is already quite full it is hard to see where additional enrollment could be accommodated, especially at peak class times.

Currently, Imholte is 80-91% full during peak times (9:00am – 3:00 pm), so space is at a premium. It is an indication what the faculty/students want. Newer technology is available, rooms more conducive to learning/teaching, etc. than other spaces on

campus. Sports, choir, theatre, afternoon and night activities, non-curricular events present their own considerations with regard to scheduling.

The highest use of rooms overall is during the 10:00 am - 2:00 pm. period. During Fall Semester 2011 science classes all had 8:00 am sessions (and most fall semesters see this trend). It is important to utilize all hours in the schedule in order to accommodate enrollment and to make sure that classes students typically take concurrently do not overlap.

Another thing to look at is the 1000-level classes which are larger and require larger capacity rooms such as the Science Auditorium. These types of classes also impact the space availability. Labs also require special consideration.

Is the answer to increase section limits? This is not necessarily the answer either. Larger sections decrease the time spent per student, and may not be appropriate depending upon the instructor's pedagogical style. Maybe it is the highest demand courses that need to be looked at. Do we hire more faculty and offer more sections? Part of what UMM advertises is our small, intimate classes and our low student/faculty ratio. How do other institutions having approximately the same enrollment (2100) handle the facility issue? Do we use the facility→course→grad rate→facility→courses→grad rate circle to make decisions? Do we offer more morning classes or evening courses? It does appear that the class load on T/TH is some less than on M/W/F. Could we increase the class scheduling on T/TH?

It appears UMM may need more sophistication in its scheduling system. We basically rely on one person to do all classroom assignment. Jeri knows which faculty member likes which timeframe for which classes, which class fits in which room and which time is best for each class. Jeri also knows that though a room may have 30 desks, 30 bodies might only fit if shoulder to shoulder (in other words VERY close quarters).

The number of declared majors in particular programs may be as important as total enrollment. Different majors have different space utilization depending upon the mix of large and small lectures, labs, etc.

In all of this, we need to maintain the education quality level. We still promise the small intimate classroom setting, while trying to maintain the goal of 4-year graduation.

It is important to remember the "three buckets" in UMM's budget:

- 1) Facilities
- 2) Scholarships
- 3) Faculty/staff

What do we do as far as renovations of our facilities? Do we have enough space? If we determine we need more space, are we able to carry 1/3 of the debt service for 20 years without compromising spending in other areas? Do we have the capability to generate the monies needed? Renovations should consider making existing space as flexible as possible.

Please examine the data sheets for the next meeting. If you are able to "play" with the data, it would be beneficial for everyone to do so.

Next meeting is Dec 1, 2011 in the Moccasin Flower room at 3:45 pm