

SPS Meeting Minutes
November 29, 2012

Attendees: James Llana, Robert Pignatello, Jane Bowers, Ricardo Anzaldua, Ned Benton, Kim Chandler, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Thomas Kucharski, Carina Quintian

Guests: Anthony Carpi, Ynes Leon, Richard Saulnier

1. Approval of Minutes for November 6, 2012. Minutes were approved as proposed.

2. Report on Research Space Needs. Anthony Carpi gave a report on the space needs for research related purposes. It is difficult to understand what the needs are. Some departments have categorized what space they currently have, but there isn't a broad analysis of our existing spaces. OAR estimates that there is roughly 26,000 – 28,000 sq. ft. of space for research at the College. The college needs an additional 4000 sq. ft. of space just to cover the existing operations that have not yet been allocated adequate space, as well as an immediate need for an additional 2,000 sq. ft. once we lose North Hall. Additional space is also needed as John Jay continues to hire new faculty. OAR estimates that for every new hire in the social sciences, one extra office is needed for research, along with one for their own office. Physical/biological sciences generally need more space and ~350 sq. ft. of laboratory space is needed for each new science hire. By fall 2013, we will need ~3000 sq. ft. of space to accommodate the new hires; 2000 ft. of the space in Psychology and ~1000 in Science.
Ned suggests creating a policy for how we give out space. The committee agreed that the college should have a plan that will help dictate how space is allotted, but rather than calling it a policy, it should be a guideline. Ned agreed to begin working on a draft for the guidelines. Jane said that it is part of our responsibility to provide labs to those faculty who need them. Labs allow faculty to do research and publish, which is needed for tenure. Also, growth in science is part of the academic plan, so it is important that we make efforts to support it.
Karen suggests looking at the other CUNY institutions to see how they give out space. She also mentioned that the Faculty Senate has invited Iris Weinshall, the Vice Chancellor for Facilities Planning, Construction, and Management to their meeting. The Faculty Senate will thank Iris for the new building, but they will also tell her of John Jay's space needs.
Rob agreed that it is important that we let CUNY know our space needs. Though we just received a new building, our needs have changed from the original plan which was created ten years ago. Back then, the college was only planning for 10,000 FTEs, but enrollment and faculty hires have grown since then. Furthermore, the college cannot expect to attract new faculty to John Jay if we cannot provide them with space. Rob also said that we need to remind CUNY that John Jay will be losing space in Westport, BMW and NH in a matter of a couple years, so it is important that we begin discussions now.
It was mentioned again that we need to discuss how our current spaces are being utilized. We need to figure out ways to have better utilization of rooms. Some ideas that may help are to reconsider Friday and weekend utilization. It may also help if we match room size to class size. The college should also consider splitting larger rooms to create smaller classrooms.
Jane mentioned the importance of assessing our current space because things will change due to the new gen. ed., as well as the new majors we have in the works.

3. Update on Information to be Provided to Chairs. Ynes informed the group that she is working on a floor map that should reflect departmental utilization. The map will be sent to each department chair, as well as to their departmental assistant. The chairs will need to provide a report indicating whether or not the information is accurate. They should also provide feedback with information regarding who is occupying each space, which spaces are vacant, correcting wrong information, etc.
4. Space Needs in Student Affairs. Jim spoke to Tom Stafford regarding space issues in Student Affairs. Based on their discussion, we learned that we need to work on providing space for Veteran Resources, the Women's Center, and the Counseling Office. There was no mention made of the lack of club space.
5. Space Needs for Faculty Growth. Kim, Ned, and Ric gave an update on the status of their work. They are using a section coverage statistic to project how much space we will need, but they are still working on a metric. Some factors they need to consider are workload, and the percentage of courses covered by full time faculty. Ned discussed using the metric Ben once used.
6. Looking Ahead. As we only have one more meeting this year, it is important that we have data and plans to give to our space consultant. We should spend the next meeting putting in writing what we intend to give to the space consultant. Other items for the agenda will be:
 - Projection of the Faculty Analysis – Kim, Ned, Ric
 - A presentation of trends, and the hiring plans, given by Patricia Ketterer.
 - Classroom division. Maybe we can divide our larger classrooms into smaller ones.
 - A report on the presentation given to Iris Weinshall. – Members of the Faculty Senate
 - A status report on the "Research Space Guidelines", by Ned.