

**SPS Meeting Minutes**  
**November 6, 2012**

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

1. Approval of Minutes for October 15, 2012. Minutes were approved as proposed.
  
2. Moving Forward with a Facilities Plan. Acquiring new or more space is contingent on CUNY approval; therefore we will need to come up with two different sets of plans. The first plan should detail how we will resolve space issues if we do not get CUNY approval and the second plan should map out how we will use new space if we do get CUNY approval. In order to do this we must begin to gather data so we can speak knowledgeably with the space consultant. We will need to try to solve these issues as comprehensively as possible.  
We must consider where we think we are headed in the next five years. There are several different factors we must include in our projections such as an increase in enrollment, and growth in faculty and staff.  
John Jay is expecting an additional 300 FTEs for the fall 2013 semester. As the college begins to offer more liberal arts programs, we have to think about how this will affect future enrollment. We also need to keep in mind what our targets for enrollment will be. These factors along with others will help determine what departmental growth will look like. The college is not expecting any of the departments to shrink over the next five years, but there may be a decrease in the number of students in certain majors. This can affect faculty growth and in turn the amount of space needed for that department.  
Jane then discussed the space needs for Academic Affairs. (Document attached) Along with academic departments, some administrative departments will need new space as they add staff members. The addition of faculty and staff is contingent on the college's budget, so a faculty hiring plan and a staff hiring plan need to be included in our space planning conversations as well.  
The college must also work on gathering current data. We need to look at what our utilization numbers are for classrooms and offices. Currently there is marked underutilization of classrooms because there is a mismatch between class size and classroom size. Tom suggested the possibility of creating larger classes since better utilization of classrooms can dictate faculty coverage. The committee agreed that there needs to be some kind of metric or formula to figure out how much space each department will need for their faculty members and adjuncts. Kim, Ned, and Ric agreed to look at faculty growth. Key pieces of information that will be needed are:
  - a. Number of full time and adjunct faculty (actual bodies) each department has – The chairs of each department should provide this information
  - b. Existing enrollment and projected enrollment
  - c. The number of sections each department plans to offer.

Obtaining more space for research and grants must also be factored in. As John Jay is trying to establish itself as a research entity, we need to ensure we have the proper accommodations to do so. One suggestion was to create an entire floor dedicated solely for the use of research and grants. Another suggestion was to give departments cushion space. That space can be used for other purposes until it is needed for research. This raised the question of what our current

policies regarding grants are. The committee decided that Anthony Carpi should be invited to consult on this matter. Jim will speak to him and report.

The college will also need to look for space for student events. Based on NSSE results, John Jay does not have good numbers when it comes to student engagement. By providing students with the space they need to hold events, we may be able to improve on those numbers. Jim will meet with Student Affairs and report back.

Things to keep in mind: We will need to include Pat Ketterer, Anthony Carpi, and Tom Stafford in our conversations regarding space.

Pat should be able to provide us with the hiring plans for the next few years. The other Vice Presidents should also be contacted to see if they have any plans to expand their staff within the next few years.

Department chairs should receive their department's space utilization numbers so they can determine how accurate and up to date the information is.

Department chairs will need to provide the number of faculty they have to Kim, Ned, and Ric.

The committee will try to meet two more times before the semester is over. A doodle poll will be sent out to determine when our next meeting will be.