

SPS Meeting Minutes
October 15, 2012

Attendees: James Llana, Robert Pignatello, Ricardo Anzaldua, Ned Benton, Janice Dunham, Karen Kaplowitz, Thomas Kucharski, Carina Quintian, Richard Saulnier

1. Approval of Minutes for September 13, 2012. Karen Kaplowitz has asked that the minutes be amended on page 2, third sentence. She was not the one who asked about 80th street. The motion to adopt the new minutes as amended was approved.
2. Discussion of Space. The committee continued to discuss the concerns regarding space at the college. Ned Benton is requesting that VP Saulnier provide a proposal about what the classroom inventory should be. He would also like the Provost to provide information regarding the offices we currently have, and what offices we will need. We will also need information about the allocation of offices by department. Tom Kucharski said that we need to analyze the data on classrooms, faculty, and administrative space needs. VP Pignatello brought up Scott Paige, as he has advocated for space for the college. Ned said that Scott Paige should create two sets of plans. A good news plan and a backup plan in case the initial plan does not get approved.
3. VP Saulnier's Report. VP Saulnier handed the committee documents regarding the classroom utilization rates. (Documents are attached or will be sent soon.)
John Jay is on track to enroll another 300 FTEs in fall 2013. With more students coming in, we need to think about whether or not we have enough classroom space and what our current classroom utilization rate is. While John Jay has enough classrooms there will still be underutilization even if we use every single classroom. This is due to the scheduling of small classes in large classrooms. Tom mentioned that class size limitations are something we need to consider while planning. Ned said that class size is due to demand, not class limits. Also, the college has a limited inventory of small classrooms, most of which the graduate classes use.
The question was raised about what efficiency we would get if we changed the schedule. One idea was to schedule more hybrid classes on Fridays and to add more classes on Friday afternoon, but for this to work we would need to modify student behavior. VP Saulnier was asked if the implementation of Pathways has been factored into the data for 2013. VP Saulnier responded that Pathways will have an effect on the fall as it is mainly incoming freshman who will be affected by Pathways.
Another concern which was raised is the loss of Haaren Hall in fall 2013. With renovations due to take place next year, offices and classes in Haaren Hall will be moved to North Hall. Ned would like a configuration of departments and offices housed in North Hall. He would also like to see what the "footprint" in Haaren Hall is now, what it will be in the new space. VP Pignatello agreed to give Ned the information he asked for. Ned then asked if this document should be shared with all the chairs. VP Pignatello told Ned that Ynes Leon will send communication to the chairs about space utilization. He will also send Ned the link which shows the diagram of North Hall. Tom would also like data with information regarding how often rooms are used.

Things to consider for our next meeting.

Where are we going? Identify needs and strategies for filling the gap.

Ned would like the Provost's office to give an update about departments, and a description of the people and positions.

Karen would like to discuss the college's policy about community hour. She asks if the information VP Saulnier gave us has changed since the implementation of community hour. Has community hour had a negative effect?

We will need a response from the chairs about the accuracy of the diagrams regarding their department's space.

We will need to look at how spaces that are not faculty offices or research spaces are being used. We will need to look at every, every location and see how it is being utilized.