

Space Planning Advisory Committee (SPAC) Special Meeting
Final Meeting Minutes
March 13, 2020

Members Present: Jennifer Sorenson, Leatha Elsdon, Julie Lappin, Jenna Aguirre, Monica Alejandre, Olivia Rosas, Dorothy Chen-Maynard, Ruth Landeros, Antonio Guijarro, Daisy Ramos, Eric Chan

Members Absent: James Trotter, Lesley Leighton, Kim Nicholl

Guest/Alternates: None

Meeting Start Time: 10:00 a.m.

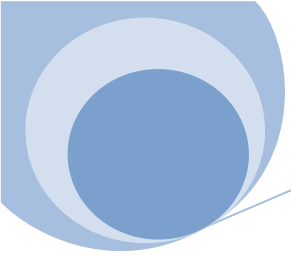
Agenda Items

1. JB-137/139 and 285 Re-classification
 2. Items by Committee Members (Roundtable)
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1. JB-137/139 and 285 Re-classification

After a number of email exchanges between the Jack H. Brown College and committee members, Eric summarized the proposal and justification by Associate Dean Anna Ni:

- The request is to combine JB-137 and 139, two 28-seat classrooms, into a 46-seat classroom with computer workstations and distance learning capabilities. JB-285, an Accounting and Finance computer lab, will be made available for university use as a 35-seat classroom. Overall, the potential loss of 10 seats in JB-137/139 for university use will be offset from the gain of 35 seats in JB-285, for a net increase of 25 seats.
- The project is critical for the College to embrace computer-enabled curriculum, which is in high demand in business education and a key area for accreditation.
- The renovated classroom will improve the usability as JB-137 and 139 had not been utilized efficiently in the past due to their smaller size.
- Currently, JB-137 and 139 are available for university classroom use but assigned to JHBC, which has priority in scheduling. This arrangement will not change with the request. JB-285 was only used by JHBC in the past but the College is willing to make it available to the university with priority given to JHBC.



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- The Academic Scheduling Coordinators have reviewed and are in support of the request. As there are concerns over semester classroom availability and utilization after the quarter to semester conversion, the coordinators will review university-wide classroom allocation in Fall 2020.

Leatha would like it to be clear to JHBC that the room, and the computers, will be physically accessible to other Colleges during scheduled class time. The capacity requested must also be contingent on complying with exiting and accessibility requirements.

The committee recommends categorizing JB-137/139 as lecture space, versus a computer lab, despite the computer workstations. The committee understands that the modified space may not accommodate the desired 46 computer workstations but would like to see an overall increase in seat count.

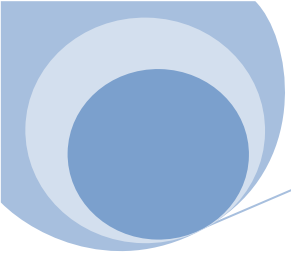
Dorothy would like to see a furniture layout showing the proposed 46 computer stations. She would also encourage the College to use narrower furniture, if possible, to fit more stations in the room.

Jenny does not believe it is feasible to complete this project for use by Fall 2020, as requested by JHBC, but is able to commit to completion by the Spring 2021 semester. JB-137 and 139 may need to be offline during the Spring 2020 quarter, Summer 2020 session, and part of the Fall 2020 Semester. JB-285 can remain online as a computer lab until the Spring 2021 semester.

Action: Eric will set up a meeting with JHBC to confirm the furniture layout, capacity, means of access to each room, and review conditions for the recommendation of approval from the Committee. A summary email to the Committee will follow.

Recommendation: Committee voted 8-0 (2 absent) to proceed with making the recommendation to the President to approve the request to combine JB-137 and 139 with the following conditions:

- a) The combined JB-137/139, and the computers within, shall be accessible to the university for use as an interdisciplinary classroom with priority scheduling given to the Jack H. Brown College as part of its classroom allocation. The new seating capacity should be as close as possible to 46 but no less than 35.
- b) JB-285 will be re-classified as an interdisciplinary classroom and shall be open to the university with priority scheduling given to JHBC. The new seating capacity should be no less than 35.



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- c) JHBC will review with Facilities Planning, Design and Construction the proposed furniture layout to ensure the desired capacity can be accommodated while maintaining compliance with exiting and accessibility requirements.
- d) The re-configuration of JB-137, 139, and 285 shall result in a net increase to university interdisciplinary classroom seating capacity.
- e) The Academic Scheduling Coordinators may review and modify overall university classroom allocation to accommodate the needs of the university.

2. Items by Committee Member (Round Table)

None.

Meeting adjourned at 10:50 a.m.