



Attendees: Alan Davis, Gordon Lee, Sal Ferreras, Harry Gray, Kathy Lylyk, Lori McElroy, Henry Reiser, Carol Stewart, Norm Chamberlain, Jerry Murphy, Kathy Dunster, Steven Button, Mason Schmidt, Herbie Atwal, Diane Walsh, Shannon Kloet, Ariana Arguello, Kathleen Bigsby, Linda Gomes (recorder)

Regrets: Keri van Gerven, Maggie Fung, Jennifer MacArthur, Kim Barichiev, Shina Boparai

Guests: Craig Regan, Betty Worobec, Angela Tao, Terri Chanyungco, Warren Stokes

Topic	Discussion	Action
1. Review of Agenda	Nothing to add.	
2. Review of Minutes from January 30, 2014	The minutes were approved as presented.	
3. Key Insights from the Information Fairs	<ul style="list-style-type: none"> • The staff members seemed to gravitate mostly to the “Workplace” board. • <u>KPU Cloverdale</u> <ul style="list-style-type: none"> ○ Not many faculty attended because they already knew what this was all about and that “they” were going to do whatever they want to do anyways. ○ The grey font was hard to read. ○ The utilization data for Trades are questionable. • <u>KPU Richmond</u> <ul style="list-style-type: none"> ○ Participation was low and traffic was slow. ○ Space utilization was an interesting board. ○ “What’s happening in Design” event at the same time was a big draw. ○ It would have been nice to have more students come by. ○ Interactive dialogue on the boards was interesting. 	

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	<ul style="list-style-type: none"> ○ The people who did come were really appreciative of the opportunity. ○ A good idea would be to have the stickies colour-coded for each individual campus. ○ Comparator institutions were questioned. ○ Need to increase IT skills across the institution and need to include functional areas. ● <u>General Comments (Langley & Surrey)</u> <ul style="list-style-type: none"> ○ Students also enjoyed the fairs and found the boards quite interesting. ○ Better communication is needed. ○ Re the website – not easy to navigate. Need an iterative process or mechanism for suggestions for improvement. ○ Staff’s concerns were that they needed better programs. ○ ACP/ESL concerns with cutbacks and ramifications were raised. ○ Students were interested more in communal space than in classrooms. ○ Students were not too concerned with Finances because they are what they are. There was interest in government funding. They thought it was thought provoking. 	
<p>4. Presentations on Space Allocations and Issues at KPU</p>	<p><u>Perceptions from Academic Administration</u></p> <ul style="list-style-type: none"> ● A document “Scheduling and Timetabling” prepared by the Provost’s Office (spring 2014) was distributed. ● Scheduling of classes need to be more strategic. ● Decision of the Provost’s Office was that a scheduling policy needed to be developed. ● Six recommendations were presented (see document). ● Because our semesters are so long, students don’t get their grades until they are registered for the next semester. ● Revising policy B1 – sets the policy standards. ● Move forward with the scheduling policy with broad consultation across the institution. ● A single timetable model does not suit all programs’ needs. How will flexible delivery models fit into the proposed model? ● We need to look at the amount of time and human resources class scheduling is taking. The policy will address the issues. 	

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	<ul style="list-style-type: none"> • Need to increase our IT infrastructure especially if we want to offer hybrid courses. • Don't lose sight of collaborative space for students. 	
	<p><u>Comments from the University Space Director</u></p> <ul style="list-style-type: none"> • Terri Chanyungco gave a Power Point presentation. • Topics were: <ul style="list-style-type: none"> ○ Key responsibilities ○ Liaisons ○ space issues (external and internal) ○ space ideals ○ interdisciplinary space ○ culture of space stewardship ○ space ideals ○ recommendations: <ul style="list-style-type: none"> ▪ Space Committee for KPU ▪ Integrated space database ▪ Space Communication Plan 	
	<p><u>Observations from the Office of the Registrar</u></p> <ul style="list-style-type: none"> • Warren Stokes discussed Academic Scheduling at KPU. • OREG is the keeper of the data and the assignor of the rooms. Timetabling is done by the Faculties; over time the original reasons a course was scheduled at a particular time have been forgotten and may no longer apply. • Room usage is being looked at; it is a proxy for student access. Reducing the density of courses at one time allows students to complete their programs more quickly. • Seat utilization can be improved by making it easier for students to access courses • Banner and Astra manage instructional space. • Space Assignment – there is no policy. 	
	<p>Discussion</p> <ul style="list-style-type: none"> • Need to make better use of technology • The Scheduling Team and Chair of the Accounting Programs Accounting Department uses software designed by an outside contractor to assist with scheduling the 90 – 100 sections it offers in 25 different courses over three campuses. • Non instructional space was discussed to create student culture – this is important in KPU's evolution from a transfer to a destination institution. • Does the older mature student need different non- 	

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	<p>educational space requirements? A focus group on this could be arranged.</p> <ul style="list-style-type: none"> • The composition of a Space Committee was discussed. • Discussion ensued regarding students travelling between campuses. Should each campus have its own culture or would KPU be better served by an overall university culture? • What are the implications of the current wait-listing process? • The proposal to shorten the semester was questioned. • Is space a consideration in the development of new program proposals? • ASDT (administrative services collaboration) was discussed. 	
Topic	Discussion	Action
	<ul style="list-style-type: none"> • Where in KPU's Structure Should Principles and Policies to Govern Space Design and Allocation be Discussed and Determined? • What Should these Principles Be? • How Does KPU Need to Use Its Space to Provide Exemplary Learning Experiences and Environment in 2018? 	<p><i>RPTF members to consider recommendations for space allocation and use at KPU for the April 22nd meeting</i></p>
5. Adjournment	The meeting adjourned at 11:20 am	