

# *Texas Woman's University*

## **Space Utilization Advisory Committee**

### **Meeting Minutes**

**March 8, 2018**

- **Welcome**
  
- **Minutes approved for February 8, 2018 meeting**
  
- **Follow-up on Action Items from February 8, 2018 meeting (Jennifer Martin):**
  - Jennifer Martin - Availability of renderings for display in Student Union - Images of Science & Technology Learning Center are ready to be displayed in Union with disclaimer saying pictures are representations of what is being planned. David Sweeten will determine how many are needed & sizes.
  - David Sweeten—Follow-up on large increase in room usage at Dallas campus during 2017-18. Student Organization events increased by 26 events. Student Life (SL) events increased from 2 to 81 events in 2017-18. Chad Swank at Dallas campus agreed, stating Robert Thomas Jones, SL representative on the Dallas campus, reported SL experienced increase of room requests from students this year.
  - Jennifer Martin – Update on Science and Technology Learning Center – likely going to have contest for naming the building to represent more of what will be happening in the building.
    - Design meetings finished this week and will have documents for review soon. Open laboratories are being designed; will be new concept for faculty.
  - Items to be included on agenda for April meeting:
    - Update on Master Plan project (Rob Ramirez)
    - Plans for requesting space in current Student Union
    - New SUAC Space Request Form review by committee
  
- **Review of Requests for Space (Jennifer Martin)**
  - **Consideration of request by Dallas SGA for IHSD 3700**
    - Motion made and seconded: Committee to recommend usage of IHSD 3700 becoming student lounge.
    - VOTE: Yes = 5; Noes = 0
    - Greg will review activities in room 3700 between now and end of Spring semester. Discussion included Student Life to look at the type of door currently in use. Committee discussed door needs to be partially or full glass for safety reasons.
    - Committee will make the recommendation effective at end of Spring 2018 semester.
  
  - **Request for space for Houston library expansion OR joint Pioneer Center for Student Excellence/expanded library space**

Comments by Dr. Sears:

    - Houston students currently do not have adequate study space.
    - Texas Medical Center Library (TMC) was used originally till last year for student library services in Houston. TMC is located 25 minute walk away from Houston campus. TWU has long history with TMC membership and was funded as special item with cost at \$300,000 per year. The special item was cut in the most recent

legislative session. Due to current budget cutting needs this year, TMC services cannot be continued long-term.

- Periodicals available at TMC have been evaluated. Library staff have been able to replicate 85% of periodicals and are able to make available to all TWU students (in the past TMC materials were only available to the Houston students.)
- TMC membership changes have resulted in need for library space inside the Houston campus building.
- HEF funds and Library fees compile the Libraries operating budget. Currently have \$1 million dollar reserve and proposing \$700,000 for this project to build more study rooms and increase library collection.
- Preference is to partner the Pioneer Center for Student Excellence (PCSE) services with library services. Will provide dual use of some of the rooms and can save space and money by combining them.
- If not option, then requesting space for library services only.
- Comments from Houston student surveys are always asking for study space. Six study carrels added this year.
- Need multi-media type rooms to experience what Denton students can access. Compared to Dallas campus - Houston has 3 library employees and Dallas has 8 library employees. Goal is to build equal sized programs for both campuses.

Comments by Dr. Lerner representing Josh Adams, Assistant Provost Student Success Initiatives, regarding PCSE:

- Perspective of Southern Association of Colleges and Schools (SACS) includes always looking for availability and equity of service, and library services is one of those. Past justification included the TMC services and now those services are diminished for the Houston campus.
- Programming is essentially different. The library needs more study space. The PCSE concentrates on collaborative activities, technology services where students work in groups together.
- PCSE supports the space being combined with library services.
- Largest concern would be financing. If cannot combine, would support the expansion of the library.

Committee Discussion & Questions:

- Dr. Sears – student’s studying needs vary – in groups, intermediate quiet space and some with complete silence.
- Proposal requests using 8th or 9th floors, however space is unfinished. Dr. Sears was not able to find out how much costs would be to build from unfinished space.
- The cost of the recently built ‘Silent floor’ on Denton campus cost was \$240,000, but was already finished space.
- Half of 8<sup>th</sup> floor is likely what is needed for both spaces.
- Would like analysis of proposed space from Facilities with estimate of costs involved. Also, cost estimate to develop both 8th and 9<sup>th</sup> floors. Would like student representation on committee to offer perspective from students’ point of view.
- Need to consider enrollment growth in the Houston region. The Strategic Enrollment Management Committee includes Dr. Grant, Dr. Langston and Dr. Utter. What space is needed to handle the potential for enrollment growth?
- Academic areas in Houston are also interested in spaces on 8th or 9th floors, academic clinical space is needed. Also aware of student life needs for fitness & rec space.
- On Dallas campus the library space is ½ of the 6<sup>th</sup> floor and is very well utilized. Enrollment numbers are similar on both Houston and Dallas campuses.

- Representative for graduate students - All students on each campus are deserving of same services.
  - All students pay the same library fees, no matter which campus they attend.
  - Motion made and seconded: Recommend approval of Dr. Sears request for space with dual programs located on the 8<sup>th</sup> floor.
  - VOTE: Yes = 4; Noes = 1
- **Request for space for Pioneer Center for Student Excellence (PCSE) in Dallas, 2<sup>nd</sup> floor - (Dr. Lerner presented on behalf of Dr. Josh Adams)**

Comments by Dr. Lerner on behalf of Dr. Josh Adams:

- Goal - providing PCSE services to all three campuses with physical space.
- Funding for Dallas position is available.
- Space on map of 2<sup>nd</sup> floor that is underutilized, except for the classroom, and students report they don't use the classroom often. Board room is not used due to space not being large enough. Two offices are not being used.
- Current advantage is with very little modification the space can be made workable for PCSE.
- SGA at Dallas wanting natural light in areas. Suggest having windows to open into lobby area that has lots of natural light. Glass door is needed so that people can see in for safety reasons. Can fire door be a glass door?
- Space would provide additional study rooms, access to on-site coordinator, and access to classroom, if possible.
- Pioneer Center focus is to give students place to find out about any resources needed while attending the University.
- We have support of Dr. Utter and Dr. Feyten confirming their office spaces are not utilized.
- Some of space where bursar is located can be repurposed.

Committee Discussion:

- Currently named spaces would need to be reviewed to determine if names of spaces could be changed. Space is currently named after Therese Beavers, M.D. at MD Anderson.
- Classroom is used 25 hours a week in the Fall. Physical Therapy classes would be the most impacted.
- Tiered classroom could become collaborative workshop room, primarily used with PCSE and library, but could be open to other classroom needs.
- PCSE serves all student levels (graduate and undergraduate, etc.) and provides opportunities for students and faculty to meet together.
- Due to time constraints group will continue further discussion at meeting in April.

- **Other Items:** Due to time constraints committee will discuss these items at SUAC meeting in April
  - Kickoff of Old Main 2<sup>nd</sup> floor relocations and renovations for Center for Women's Leadership in Business, Politics, and Public Policy
  - Fencing on campus after spring break
- **Action Items:**
  - Update on Master Plan project (Rob Ramirez)
  - Plan for requesting space in current Student Union

- Recommendation memo to be sent to Chancellor for designating Room 3700 on Dallas campus as student lounge. How & when to communicate to SGA on Dallas campus about outcome of recommendation to designate Room 3700 as student lounge?
- Bill Beckham to contact CB to see if any institutions have submitted projects for unfinished space that have been used for library space.
- HVAC question on 8 & 9 floors needs to be reviewed with Bill Bussman.
- Need to replace vacancies on committee from Budget Office, Risk Management and undergraduate student
- Draft of new SUAC space request form – committee members need to review Google document to make comments or suggested changes. Also, need to add line to list name of person to give presentation to committee about space proposal.
- Review space request for additional College of Professional Education offices
  - David and Greg to look at usage of room in the professional education proposal

**Committee members attending:** Greg Armor, Bill Beckham, Dennis Hoebee, Barbara Lerner, Jennifer Martin, Matthew Moore, Donna Scott-Tilley, Suzan South, Chad Swank (Dallas), David Sweeten

**Committee members absent:** B. J. Crain, Jessica Gullion, Ainslee Nibert (Houston), Melany Noyola, Rob Ramirez

**Guests:** **Dr. Suzanne Sears**, Dean of Libraries  
**Dr. Josh Adams**, was not able to attend meeting today. Dr. Lerner made presentation for Dr. Adams regarding Pioneer Center for Student Excellence space requests on the Houston and Dallas campuses.

**Next Meeting: Thursday, April 12, 2018, 8:30a – 10:00a in ACT 12 Conference room**