Scheduling Task Force  
Meeting Minutes  
Monday, August 26, 2013, 2 p.m.  
Lee Hall, Room 414

Date: Monday, August 26, 2013, 2 p.m.

Location: Lee Hall, Room 414

Present: Kevin T. Caffrey, Senior Associate Registrar; Hall B. Cheshire, Acting Chief Information Officer; Megan L. Higginbotham, Assistant Director of Student Activities and Engagement; Louis A. Martinette, Associate Professor; Jeffrey W. McClurken, Co-Chair; George R. Meadows, Professor; John T. Morello, Associate Provost for Academic Affairs; Keith E. Mellinger, Associate Professor of CAS and Interim Director of Academic and Career Services; Christine M. Porter, Director of Residence Life and Commuter Students; Debra J. Schleef, Chair/Professor; Douglas N. Searcy, Vice President of Student Affairs; Gerald Slezak, Director of IT Support Services; M. Gregg Stull, Chair/Professor; Linda R. Thornton, Associate Director of Business System Analysis; Martin A. Wilder, Co-Chair; Mathew C. Wilkerson, Director of Institutional Research; Susan B. Worrell, Special Assistant to the President for University Events

Absent: Susan E. Knick, Director of Scheduling and Events

Note: Kevin T. Caffrey, Senior Associate Registrar, will be filling in for Rita F. Dunston.

1. Sub-Committee Charges  
   Presented by Jeffrey McClurken
   a. Each subcommittee has a specific charge to be completed by September 23:
      i. List of Needs: To create an initial, prioritized list of room scheduling needs by reaching out to the University community
      ii. Available Software Systems: To prepare an annotated list of available room scheduling systems aimed at the higher education market
      iii. Institutional Comparison: To create a report on satisfactory scheduling systems at an array of COPLAC and Virginia institutions
   b. Subcommittee appointments:
      i. List of Needs: John T. Morello, Debra J. Schleef, George R. Meadows, Mathew C. Wilkerson, Megan L. Higginbotham
iii. Institutional Comparison: M. Gregg Stull, Louis A. Martinette, Susan B. Worrell, Gerald Slezak, Linda R. Thornton

Each subcommittee met to discuss their assigned charge before reporting back to the Task Force:

2. Institutional Comparison Subcommittee Report
   Presented by Gerald Slezak
   a. The committee will create a SharePoint site to collaborate on work
   b. The list of COPLAC and Virginia institutions will be divided and assigned to committee members based on personal connection
   c. The committee will create a survey of qualitative and quantitative questions to use in interviewing other institutions
   d. All task force members are encouraged to offer specific questions to be included in the survey

3. List of Needs Subcommittee Report
   Presented by John Morello
   a. The committee determined the types of spaces that need to be scheduled:
      i. Classrooms, teaching laboratories, laboratory support rooms, studios, meeting rooms, auditoriums, outdoor spaces, athletic spaces, collaboration spaces, ballrooms, residence hall meeting rooms/lounges, residence hall room assignments, dining halls
   b. The committee created a basic list of the abilities the system should be able to accomplish:
      i. Reserve spaces
      ii. Generate a list of all events at any given time
      iii. Identify space attributes (capacity, stations, types of furniture, accessibility, proximity to bathrooms, AV support, furniture mobility)
      iv. Generate reports:
         1. Inventory by type of room, square foot, and room number
         2. Utilization (number of spaces used/open and capacity)
         3. Differentiation of spaces by instructional and non-instructional
         4. Fixed Assets
   c. The committee’s next steps are to prioritize the list of needs and solicit input from the UMW community

   Presented by Hall Cheshire
   a. The committee will research the available products and their capabilities, including base and add-on features
   b. The committee will use the provided base list of systems and will leverage listserves and peers to find additional systems and information
   c. The committee will create a spreadsheet to compare systems
5. Committee Collaboration
   a. A digital space to collaborate on documents and share progress between subcommittees will be created

Next Meeting: Monday, September 9, 2013 at 2 p.m., Lee Hall 414.

Prepared by: Erika Spivey
              Project Coordinator
              Office of Events and Office of the President