



**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 for 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

- ii. Available Software Systems: Hall B. Cheshire, Christine M. Porter, Douglas N. Searcy, Kevin T. Caffrey, Susan E. Knick, Keith E. Mellinger
- 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

## 4. Available Software Systems Subcommittee Report

*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 list serves 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