

Minutes of FAP Meeting #13 AY2017-18
4 December 2017; 11 a.m. – 12 noon
Faculty Governance Conference Room - SL225

In Attendance: Nancy Burnham (Secretary), Fabienne Miller (Acting Chair), Kristopher Sullivan - Associate Vice President for Academic Affairs, Jeffrey Solomon - Executive Vice President/CFO

Absent: Tanja Dominko (Chair), Tahar El-Korchi

1. The day's agenda was approved.
2. The minutes from Meeting #12 were approved.
3. AVP Sullivan gave a presentation about academic space at WPI. Lack of academic space has been identified as a risk area for the institution. Two committees have been set up, the Academic Space Committee and the Classroom Advisory Committee.

A space inventory of the existing eleven academic buildings began in 2016. An external consultancy provided Assignable Square Footage. Spaces were assessed for utilization and quality and were categorized by square footage and department. Classroom space and shared computer labs are neutral.

Classrooms were also analyzed by time of day, day of week, and occupancy. Occupancy is defined as course enrollment divided by the upper limit of occupancy of the room.

Assessment results were categorized by Offices (568), Research Labs (221), Classrooms (45), and Classroom Labs (44) and by utilization and quality (Green, Yellow, Red). E.g., 99% of offices were fully utilized and 81% of them were categorized as high quality.

WPI has an Enterprise Risk Management plan that focuses on strategies to identify and mitigate risks to the institution.

Data tell us that space is scarce, which has been recognized at the highest levels of WPI as one of the top risks to growth. Space is generally highly utilized and of high quality but there are areas for improvement. WPI is now empowered to make data-driven decisions with regard to academic space.

4. The meeting was adjourned at noon.

Respectfully submitted,

Nancy A Burnham
FAP Secretary, AY 2017-18