



UW-LA CROSSE ACADEMIC BUILDING  
DSF #05I3O  
RA #1213  
September 7, 2006

## **MEETING NOTES - PROGRAMMING WORKSHOP #2 – STEERING COMMITTEE**

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MEETING START TIME: 1:30 p.m.

MEETING END TIME: 3:30 p.m.

PRESENT: Ron Rada	Provost/Vice Chancellor for Academic Affairs
Ruth Ann Benson	Associate Dean of CLS/Director of School of Arts & Comm.
Bill Colclough	Dean of College of Business Administration
Paula Knudson	Dean of Student Development & Academic Services
Jay Lokken	Director of International Education
John Mason	Dean of College of Liberal Studies
Bruce May	Associate Dean of College of Business Administration
Karen Mc Lean	Dean of College of Science and Health
Diane Schumacher	Director of Enrollment Services/Registrar
Debbie Veglahn	Assistant to Vice Chancellor of Administration & Finance
Ryan Van Loo	President of UW-L Student Association
Zack Wakefield	UW-L Student
Jeremy Jansen	UW-L Student
Matt Lewis	Campus Planner/Director of Facilities Management
Larry Earll	DSF
Valentine J. Schute, Jr.	River Architects
Mike Adler	River Architects
John Bengston	Paulien & Associates
Lisa Keith	Paulien & Associates

### NOTES:

1. John Bengston opened the meeting with a recap of the Programming Workshop held in August, current data collection, and current status of the overall program.
2. Objectives of Classroom Mix Analysis:
  - a) Analyze existing classroom utilization and classroom mix.
  - b) Project classroom needs for the new building.
  - c) Review and adjust the program for the new building.
3. Information gathering to date has been effective. UW-L staff have corresponded needed data to Paulien & Associates as needed.
4. Data Collection Effort:
  - a) Facilities inventory:
    - Information about each room has been collected and rooms have been verified.
  - b) Registrar / Course Data
    - Information about courses held in each room has been collected and verified.

5. Classroom Analysis Assumptions:
  - a) Health professions lecture activity are self-contained in the Health Sciences Buildings. Both the program and the building are excluded from the analysis.
  - b) Existing course capacities used to project number of sections and section sizes.
  - c) When rooms were uncovered to contain no specialized equipment and resembled the configuration of a classroom, the room was added to the classroom mix.
  
6. Scheduled Use by Day and Hour:
  - a) Current daily class schedule was pointed out as being different from other institutions. With the 14-week semester schedule, UW-L has scheduled their classes every hour and five minutes. Paulien & Associates pointed out that this method of scheduling doesn't take advantage of the full day. A section of classes could be added if the class schedule was adjusted.
  - b) Graphs showing scheduled use by day and hour show a high classroom usage on Tuesdays and Thursdays. All days show a peak around 9:55am.
  - c) Friday afternoons are currently not heavily scheduled.
  
7. Classroom Utilization by Type:
  - a) General A: Rooms that are or can become excellent classrooms for long term use because of the aspect ratio and ceiling height and other architectural aspects are appropriate.
  - b) Departmental: General access classrooms that are heavily scheduled by departments or classrooms that may contain some type of department specific equipment. The University would like these rooms to become more of a general access type classroom for any class to be scheduled in. The University would also like to see existing departmentally scheduled rooms move to general access classrooms as needed.
  - c) General B: Rooms that are not or cannot become good classrooms because of poor aspect ratio, inadequate ceiling height, or other inherent architectural deficiencies.
  
8. Classroom Utilization by Capacity:
  - a) Classrooms with capacities of 56-75 average the most scheduled use at 42 hours per week followed by rooms with capacities of 101-130 at 39 hours per week. Classrooms with capacities of 26-30 average the greatest student station occupancy (fill) when scheduled at 78%.
  
9. Classrooms with Low Scheduled Use:
  - a) Ten (10) rooms had less than 15 hours of scheduled use, including:
    - Two (2) departmental classrooms
    - Four (4) General Classrooms (type A)
    - Four (4) General Classrooms (type B)
  - b) Excluding these 10 rooms increases the weekly room hour use to 31 hours.
  
10. 1,000 Student Growth Assumptions:
  - a) Student FTE and headcount ratio stays the same.
  - b) Student Faculty ratio stays the same.
  - c) Across the board increase of 12%.

- d) Course capacities determine the number of sections and weekly room hours.

11. Classroom Needs Analysis Summary:

- a) Not enough classroom square footage
- b) Too many rooms
- c) Classrooms are overcrowded
- d) Not the right capacity mix

12. Classroom Mix versus Course Enrollments:

- a) Graph shows an imbalance of percentages between existing room hour distribution to existing and calculated classroom mix.
- b) Rooms with capacities of 76 and greater show a closer balance.

13. Classroom Needs for +1,000 Students:

Option 1: Existing Rooms remain "as is"

Option 2: Right size the "A" and "B" classrooms

Option 3: Existing "A" rooms remain "as is" and exclude "B" rooms from mix and reallocate space for other uses

Option 4: Right size "A" rooms and exclude "B" rooms from mix and reallocate space for other uses

- \* Option 4 is the desired approach by the University. Current projections indicate the need for 80,750 square feet of general access classrooms needed in the new building.

14. Paulien & Associates presented a chart showing the New Academic Building Program Plan as it stands based upon the August Programming Workshop. Excluding the classroom analysis from the program, the current numbers show the assignable square footage to be 2,212 square feet less than the original program. This number will be refined once direction is provided by the University on the Classroom Mix Analysis.

15. Main Hall 260 Issues:

Options:

- a) Should the new building include a 500 seat lecture hall that is better suited for teaching and learning?
- b) Should the large sections be broken down into smaller sections and moved to classrooms other than Main 260?

Concerns:

- a) Faculty present at meeting have not taught in the classroom, but know of faculty that have and they have found it to be a difficult space to teach in.
- b) Presentations are difficult to conduct due to the large size.
- c) Platform area only allows for small performances.
- d) Paulien & Associates views this as a very poor space for classroom instruction and recommends not using this space as a concert hall in its current configuration. A renovation would likely be required to enhance lighting and acoustics to accommodate a concert hall setting. The platform size would still be a concern.

16. Outstanding Issues:

- a) Verify the section capacities in the Fall 2005 course file so they represent pedagogy and not existing room capacities.
- b) How will existing section sizes change if additional faculty are added beyond the faculty needed to support the additional 1,000 students?
- c) Will the composition/quantity of large sections change relative to assumptions?
- d) How should the large auditorium in Main Hall be treated in the future?
- e) Which existing classrooms will be reallocated and right sized?

17. Next Steps:

- a) Paulien & Associates will send course listing to UW-L for verification of section capacities.
- b) Paulien & Associates will send UW-L non-classroom Program Space Listing for verification.
- c) UW-L to send Paulien & Associates list of rooms to be reallocated and right sized.
- d) Submittal of Final Space Listing for review and approval.

18. Paulien & Associates would like verification of all course capacities. This will be done by the Deans of the Colleges and the Interim Provost.

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Meeting Notes by: Michael J. Adler, Associate AIA

Note: This constitutes our understanding of the issues presented. Contact River Architects, Inc. via phone at (608) 785-2217, or e-mail [m.adler@river-architects.com](mailto:m.adler@river-architects.com) if there are any discrepancies.

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