

Advocates Steering Committee
January 5, 2004 Minutes
11:30 a.m. - 2:00 p.m. in ET 206

Present: Hal Broberg, Mary Jane Casiano, Mike Fritsch, Sarah Merchant, Mark Michael, Ken Modisett, Scott Naltner, Darrell Post, Roger Ross, Mitch Springer, Vicki Thompson, Gerard Voland

Absent: Steve Mitchell

The November 5, 2003 minutes were approved.

ET Building Reconfiguration - Space Study: With the development of other programs and needed space in the administration building (Kettler), the Department of Computer Science will move into the Engineering & Technology (ET) Building. A Space Study Committee was formed last August, headed by Matt Kubik, Associate Professor of Interior Design, to oversee the reconfiguration of the ET Building. Michael Wartell, Chancellor, and Susan Hannah, Vice Chancellor for Academic Affairs, approved the plans that Matt Kubik and Suing Ding, Assistant Professor of Interior Design, presented to them in December 2003. Walt Branson, Vice Chancellor for Financial Affairs, is now reviewing the plans to see if the reconfiguration can be done financially and completed by August 2004. Estimated cost by Dave Danielson, Director of the Physical Plant, is \$250,000.

Gerard distributed copies of the ET Building floor plans. Some proposed changes are listed below:

1. The location of Department of Computer Science offices on the first floor.
2. The construction of a student center headed by Sarah Merchant, Director of Student Services, also on the first floor.
3. The creation of glass walls on some labs for viewing robotics and senior design projects and other technology.
4. The creation of a wooden veneered wall with the name of the school (ETCS) to create a welcoming environment on the first floor.
5. The remodeling of the existing faculty/staff lounge into a suite for the Department of Manufacturing Technology.
6. The construction of an associate faculty suite on the third floor as well as an open faculty center.

Strategic Plan for Future - Proposed Retreat Themes: Each member received a copy of Gerard's "Moving Forward through Strategic Planning" handout. Gerard plans to host an ETCS/OLS faculty/staff retreat in February or March and asked the members for their feedback and thoughts in preparation for this retreat. Some comments on the handout follow:

- add a 4th goal "high demand for students to attend IPFW"
- get input from advocates and other area business of what they want or need
- market ETCS/OLS; keep the limelight on what ETCS/OLS is doing

Ownership and participation were recommended so that the faculty/staff buy-in to the goals and outcomes. Other recommendations were the processes of six sigma blitz (a form of brainstorming) or starting with strengths and weaknesses and not setting too many goals.

The next meeting is scheduled for Monday, March 1, 2004 at 11:30 a.m. Mitch Springer volunteered to host this meeting at Raytheon. Thanks were given to Darrel Post from Bonar Group for today's lunch. Please send agenda items to Gerard (voland@ipfw.edu) who will compile a list to email to each member. A vote on the list will be taken and one or two themes will be chosen for discussion at the March meeting.

Respectfully submitted,
Mary Jane Casiano