These minutes represent a summary of the content and character of each meeting and are not meant to be an exhaustive list of the comments made. Also, these notes are an initial attempt to understand the academic issues on campus; we will return to gather additional information as necessary. Additional detailed information about academic programs and space needs is included in handouts provided by the departments.

ATTENDEES
Kanti Prasad, Dean
Belle Ragins, Management
Sarah Freeman, Management
Dave Haseman, MIS
John Healy, Accounting/Tax
Janice Miller, Associate Dean, Academic Affairs
Paul Fischer, Professor, Accounting
Mary Alberti, Executive MBA/Executive Program
Eric Dietinberger, Building Chair
Mariam Zahedi, Professor, Management Information Systems
Hemant Jain, Professor, Management Information Systems
Julie Penman, HGA
d’Andre Willis, HGA
Kathryn Madden, madden planning group/Sasaki

SUMMARY

A. Academics

1) Overview
   - School is expanding, especially undergraduate (4000 students); master’s program has 650 and 50 to 65 PhD students; 5% future enrollment growth projection but space is inadequate
• Mission to provide access (current GPA requirement is 2.5 in Milwaukee and must pass prerequisite courses; GPA 3.0 in Madison);
• Competition - Madison harder to get in Business School; Milwaukee is school of choice for accounting due to quality of program and high hurdles to stay in; most accounting programs are more than 50 miles away; only four with integrated masters in 5 year program: Madison (less urban and fewer job opportunities), Whitewater (rural), Marquette (catholic) and UW-Milwaukee (senior internship leads to jobs); Notre Dame is the aspiration
• Dual approach – Business Scholars (honors program) started two years ago; maintain 3.3 GPA, enroll in 21 credits of “Scholars” coursework, and attend corporate and other off-line tours; core courses all honors; starts in sophomore year; accept 30 per year (one section); UWM has some top stars as CEOs (e.g. Harley Davidson)
• Hybrid course delivery is used in Campus Connection program and a portion of other programs. There is widespread use of D2L. The certificate in State and Local Taxation is completely online.
• Graduate - Considerable competition with 14 MBA programs in Milwaukee, including Marquette and Keller
• Undergraduate – Other UW campuses comprise the main competition at the UG level. Marquette, is the chief competitor in graduate programs
• Undergraduate business students pay $20 surcharge per credit hour, which is meant to pay for additional advising and faculty hiring. The latter has placed pressure on office space resources.
• Masters programs all meet at night except accounting and PhD; many of the students work full time; many undergraduate classes meet at night
• Funding for new hires based on enrollment growth

2) Programs
• Management Information Systems (MIS) – undergraduate, masters of science, and PhD; 1995 state of the art technology in classrooms and labs; computer labs are shared with campus
• Masters Program – grown to 17,000 credit hours in last decade, added adjunct faculty; hired nine faculty for fall 2008 but need 7 to 9 more
• Accounting – graduate program plus state and local tax certificate; certificate in State and Local Taxation only online graduate tax program in country; masters in taxation, MSPA in public accounting, MSA in accounting
• Executive MBA – flagship program; two years for 30-40 students
• Executive programs – provide leadership and customer training to large external corporate customers; brings in money and key relationships, 26 week-long; $725,000 gross per year; over ½ are offsite; synergies between customized programs and executive MBA

3) Centers
• Center for Technology Innovation (CTI) –
- Computer hosting services for 80 universities nationally and in Canada; only five hosting centers in world; $1 million in equipment; research with SAP; hardware from Sun Microsystems
- Revenues of $900,000 per year in donations, grants, contract revenue; supports University’s overhead;
- Shares space with another non-profit center, building equipment; split onto three floors; reached limit on space and power;
- Need additional staff and graduate students; provides IT internships; trains faculty on product use

- **Low Income Taxpayer Clinic** - grant from IRS with requirements for confidential space for meetings and files; 5 to 6 staff plus students plus 2 former IRS and part time director
- **Deloitte Center for Multistate Taxation** – donation in 1996 from Deloitte for physical center for state and local tax issues; managing director and executive director; Deloitte is supposed to have a liaison but no space; publish the multi-state corporation tax guide which provides a royalty to the University; need space for distribution and warehousing; annual conference downtown
- **International Business Center** – Legislative mandate in 1985; develop business curriculum regarding global economy and international business; travel scholarships for study abroad, offers international business related programs to business community. Has no office space in Lubar Hall or elsewhere.
- **Bostrom Center for Business Competitiveness, Innovation and Entrepreneurship** – interdisciplinary applied research to develop strategies to enhance innovation and competitiveness in entrepreneurial firms. Has no office space in Lubar Hall or elsewhere.
- **Former Institute for Diversity, Education, and Leadership (IDEAL)**
  - Space issues were one of the factors that hindered this Center.
  - Under previous administration mission to reach out to the City and address urban race issues; work with non-profit community corporations on diversity programs
  - Leader in the area of SE Wisconsin – region of choice
  - Goal to provide certificate in diversity management for undergraduates

**B. Physical Space Attributes**

1) **Campus Observations**

- In 1965, Business was downtown and Liberal Arts was on the Kenilworth Campus – why replicate that now

2) **General Observations about Existing Space**

- Lubar built in 1995; showcase at that time for technology; was supposed to be five stories but cut back to four; original program had space for centers, professional outreach, socialization
- 1997-1998 – moved in Secretary of the University on 2nd and 3rd floor; lost space that contributed to quality corporate look and feel; student professional groups (14) evicted from Lubar to Union, although not all found space in Union. Promises
made by prior Provost to return space to Lubar School when enrollment growth merited. School is 7 offices short for Fall, 2008.

- Reasons for on-campus executive programs
  - Academic environment with learning and students
  - Retreat from corporate environment with no distractions
  - Technology access for IT courses
  - Demonstrates investment of time and money
  - Difficult to get faculty to travel especially state-wide

3) Space Needs

- Classrooms – 23 classrooms: 19 have preference for Business courses (Lubar School is responsible for upgrades) and 4 are general purpose; need breakout rooms for small groups after lectures, which is part of the pedagogy
- Offices – CTI needs additional office space and needs space to be contiguous; offices for adjuncts, executives in residence, and mentors who need to meet with majors about jobs and internships; School is 7 offices short for fall 2008
- Executive Space – need designated contiguous space with corporate quality; need professional face, proximate break out spaces; offices are now buried in back of 4th floor; need support space for outside CEOs; comparables for quality space are UW-Madison, Michigan State, and Notre Dame. Again, space given to other purposes was promised to return to Lubar School when the school’s enrollments had grown.
- Honors program – Needs a physical place to create identity; creates more demand for classroom space – core is together but seminars in senior year;
- Study areas - all majors need work areas, currently use conference rooms; UWM students typically are first time college students, need support, groups within groups; no place for these study groups
- Conference rooms – lost several to office space and combined two into classroom space; need conference rooms with technology; compare with top schools and to deliver the pedagogy of Executive Programs appropriately.
- Research – need proprietary lab space for work with Rockwell and others; privacy is imperative related to software (Rockwell) and to tax records (Deloitte Center).

4) Technology

- Graduates often have laptops; undergraduates can’t always afford; students need access to programs, many of which are licensed or proprietary; all campus is wireless
- Lubar has own computer teaching and open labs as well as campus labs; MSI plays a role in loading software for Lubar
- Night classes (mobile labs deemed not cost effective)

C. Collaboration and Community

1) On Campus

- Workforce development with Urban Planning and Education Policy and Community Studies
• Partnerships between Lubar and Global Studies and Non-profit Management and Leadership are ongoing. Arts Management certificate with Peck School in planning stages for some time,
• Collaborations with Letters & Sciences (labor, non-profit management and leadership, and public administration), School of Architecture and Urban Planning, Peck School of the Arts, School of Continuing Education, College of Health Sciences; Nursing (MS with MBA); joint PhD in medical informatics; additional future potential partnerships possible with Health Sciences and Nursing.
• Partnerships increase class space and office demand (for support and related teaching);
• Need to demonstrate availability of space to compete successfully for grants

2) Off Campus
• New Venture Business Plan Competition, Student Venture Fund, Small Business Development Center
• Corporate research partnerships
• Center for Urban Initiatives and Research
• UW- Madison
• CTI has partnership with SAP, a private growing firm and gets equipment from Sun Microsystems
• UWM runs executive programs for Pfizer, WH Brady, Kohler, Miracle College of Wisconsin – relationships with CEOs and second tier corporate leadership

D. Next Steps
1) Document meeting minutes
2) Return for field work, data collection, and additional meetings May 20-22.
3) Perform data and site analysis throughout the summer.
4) Present initial analysis findings in the fall.

The information above will stand as recorded unless Sasaki receives written comments within five days of the distribution date from a recipient requesting an amendment.