

May 25th, LPOG agenda and meeting minutes

Agenda: *Finish discussing what metrics we will use to measure the success of the building.*

- We decided to slow down the pace of meeting, going to every other week instead of every week now that the foundational work is pretty much done.
- We lamented Jenn's absence, and then decided we must find a way to soldier on.
- We narrowed down our list for tracking utilization to 3 main metrics (gate counts, manual floor counts throughout the day, and room reservation system data).
- We decided on how we will track metrics for showcasing the academic program (keeping records of academic events that happen in the building and also pulling in metrics for what is submitted to digital CC and how often those items are accessed).
- We decided on how we will track metrics for collaboration (solicit stories from staff working in the building that exemplify the criteria).
- We decided that we'll review the data at the end of block 2, during half block, and after block 8 for the first year.
- We added the following items to the "important stuff to talk about later" list
 - Who will open the building and what does that entail?
 - What will be the mechanism for suggestions modifications after we review metrics?
- We talked about forming 3 working groups to focus on certain aspects and report back to LPOG. Each group will be comprised of 3 core members, one from each primary area (Library, ITS:, Colket) and will have open meetings for any others who are interested.
 - Communications – review communication plan from Stephanie Wurtz and go from there.
 - Breakroom – breakroom administration
 - Metrics – pulling together info for review by LPOG at the appointed times