

·Senior Leadership Team Meeting
Staff Edition
January 15, 2020

1. Approve minutes from last meeting
 - a. Minutes approved
2. Library Management Skills Institutes (Geneva)
 - a. GW and Georgetown libraries have been discussing collaboratively offering DeEtta Jones' LMSI I & II
 - i. GW to offer LMSI I and Georgetown to offer LMSI II
 - ii. ARL has sponsored this program or promoted it in the past
 - b. LMSI I to be offered here at GW March 17-19 (during spring break)
 - i. We anticipate significant interest and will seek participants locally
 - ii. Registration currently open only to GW and Georgetown
 - c. SLT: please identify managers in your areas that might benefit from this leadership and management training
 - i. Deadline: COB this Friday, January 17
 - ii. Remaining slots (40 total) to be promoted to WRLC next week
3. Digital media lab update (Robin & Jared)
 - a. Considering 1st floor space
 - i. Area behind Starbucks (between Starbucks and 109d/109c) and behind elevators (adjacent to memorabilia room)
 - ii. Space behind elevators can likely accommodate 5-12 machines
 1. Could be expanded to old entrance space in future
 2. Windows machines for gaming focus
 - iii. Wall facing elevators to be fitted with wraps/displays to showcase and draw students to the space
 - iv. Either 109a or 109b could serve as office space for instructional technologist
 - v. Space next to 109a/109b could serve as a classroom
 - vi. Remaining open space could host cubes, printing, theater/open gaming area
 - vii. 109c could be converted to dedicated VR space
 - viii. 109d could be either an editing suite or a studio (although walls are quite thin)
 1. Some stakeholders expressed a desire for a bookable, private, collaborative editing space
 2. Need to determine whether soundproofing is viable for these rooms
 - ix. 107 (10'x20')
 - b. Given that workshops would still be held in 301/302, we would need to market these physically separate spaces as part of shared programming
 - i. Some funds would be spent on enhanced teaching capabilities in 301/302

- c. Note that this is a first phase; once we have data on how the spaces are used, we can build out into spillover space
 - d. Two notes: moving forward in this direction might preclude building an additional bathroom near the stairwell; we have storage space reserved on about a quarter of the first floor
- 4. Update from Provost's Senior Staff (Geneva)
 - a. Suzanne Alritz (HR) to visit future SLT meeting to discuss concerns regarding employee designations, especially in light of instructional continuity, etc.
 - b. New Dean of SMHS - Barbara Bass
 - c. 1918 F St to undergo comprehensive remodel (HVAC, elevators, stairs, restrooms, etc.)
- 5. Update on bathroom renovation
 - a. December bids all came in significantly above GW internal estimate
 - b. Additional funding ask to be decided in April/May
- 6. Sharing contact info (Elizabeth)