

ACRL
SUMMARY MINUTES FOR MEETING ON FEB 21, 2018

ACRL Participants	
Staff	Tom Manion Candace Rypisi Jarrid Withney **over phone, if feasible **
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla **unavailable**
Faculty	Kevin Gilmartin Richard Murray ** over phone ** Antonio Rangel

SUMMARY MINUTES

- Committee reviews ACRL charge document and agrees to organize work around the following six reports:
 - ++ Report 1 addressing the process to allocate Bechtel and Marks/Braun rooms and proposing a preliminary number of beds for freshmen in Bechtel
 - ++ Report 2 on guidelines for pre-frosh weekend
 - ++ Report 3 with recommendations on the four-year residential requirement
 - ++ Report 4 with final number of freshmen beds in Bechtel, Marks/Braun and all houses
 - ++ Report 5 on the future student composition of the ACRL
 - ++ Report 6 with recommendations on rotation revamp
- Committee agrees to devote next two meetings to report 1, given looming deadlines for the Housing Office, but afterwards will be working in parallel on rotation revamp and other issues
- Committee agrees to host a community town hall late in Spring Quarter, shortly after report 6 is released
- Committee agrees to collect summary minutes of its discussions and to share them with the community through the ACRL website
- Committee discusses potential value of using existing sources of data to inform its work on rotation revamp, as well as the difficulties and limitations of such analyses

**ACRL
SUMMARY MINUTES FOR MEETING ON FEB 26, 2018**

Expected ACRL Participants	
Staff	Tom Manion Candace Rypisi Jarrid Withney **over phone **
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel
Other invited participants	
Housing office	Maria Katsas Marie Lara

SUMMARY MINUTES

- Update: Initial survey now closed. 622 respondents. Survey prize winners have been notified. Survey results will be discussed next time.
- Tutorial for non-student committee members on major student organizations on campus.
- Committee agrees that IHC will keep the committee informed on on-going process of updating the IHC and other student organizations to accommodate Bechtel and Marks/Braun students.
- Work on report #1, which will address the following two questions: 1) What should be the process to allocate rooms in Bechtel and Marks/Braun? and 2) What is a good preliminary target number of freshman beds in Bechtel?
- Maria Katsas and Marie Lara (Housing Office) describe their views on what should be the principles and concerns in addressing these two questions, as well as some execution constraints to take into account to make this work. They also describe a process that would work.

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SUMMARY MINUTES FOR MARCH 5, 2018

ACRL Participants	
Staff	Candace Rypisi
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel
Other invited participants	
Housing office	Maria Katsas Marie Lara

SUMMARY MINUTES

- Discussion of key findings from the 2018 02 housing survey:
 - ++ N = 622
 - ++ High-survey participation across all years and house affiliations
 - ++ Interest in Bechtel:
 - >> 42% negative, 18% not sure, 40% positive
 - >> Avery, Ruddock, Page and Lloyd have a net positive preference
 - >> Blacker, Dabney and Ricketts have a net negative preference

++ Interest in Houses:

- >> 16% negative (i.e., response = strongly uninterested or uninterested), 4% not sure, 80% positive (i.e., response = strongly interested or interested)
- >> Fraction of students reporting strong interest in the houses decreases significantly from freshman to senior year
- >> Interest in houses significantly lower for those currently living in non-Caltech housing, Marks/Braun and off campus Caltech housing

++ Interest in Marks/Braun:

- >> 60% negative, 12% not sure, 28% positive

++ Interest in non-CIT housing:

- >> 42% negative, 15% not sure, 43% positive
- >> Interest in non-CIT housing increases from freshman to senior year
- >> Net positive preference among those currently living in non-Caltech housing or in off-campus housing
- >> Net negative preference in Ruddock, Marks/Braun, Page and Lloyd

++ Interest in Bechtel room types:

- >> Net positive interest for group applications to 4-, 6- and 8-person bedroom suites, as well as for non-suite singles
- >> Net negative interest for group applications to 12-person bedroom suites, as well as for getting a single rooms in a group suite without being part of the group

++ Interest in Theme housing in Bechtel:

- >> 31% express positive interest on quiet housing
- >> 25% express positive interest on substance free housing
- >> 8% express interest in other theme housing

- Discussion of process to allocate rooms in Bechtel and Marks/Braun to continuing students, to be continued at the next meeting. The results of this discussion will form the basis of the ACRL's first report, with a target release date of March 16.

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SUMMARY MINUTES FOR MARCH 12, 2018

ACRL Participants	
Staff	Tom Manion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel
Other invited participants	
Housing office	Maria Katsas Marie Lara Joseph Bennethum

SUMMARY MINUTES

- More discussion of process to allocate rooms in Bechtel and Marks/Braun to continuing students and consensus on the outline of the committee report
- The details of the discussion will be released over the next few days as an ACRL's report.

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SUMMARY MINUTES FOR APRIL 16, 2018

ACRL Participants	
Staff	Tom Manion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

SUMMARY MINUTES

- Review of data associated with choice of frosh bed numbers in all houses & Bechtel:
 - ++ historical numbers
 - ++ capacity numbers
 - ++ Bechtel application numbers
- Discussion on different types of algorithms that can be used to map student and house preferences to frosh room assignments and their impact on the choice of freshman bed numbers
- Agree to focus on convex penalty algorithms over guarantee top-N in ranking algorithms, and to begin simulating/testing on old data
- Discussion on different ways of eliciting frosh preferences
- Discussion of various ways of choosing potential frosh bed number targets and key considerations in making this choice

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AGENDA FOR May 21, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray **absent Antonio Rangel

AGENDA

- I. Updates and housekeeping:
 - ++ update on code and simulations for new proposed algorithm
 - ++ time-table for submitting rotation revamp report: target date = this upcoming Friday (May 25, 2018)
 - ++ update on ACRL time-table for Spring: will discuss the implementation on the new 4-yr residential requirement in the Fall
 - ++ discuss potential availability for ACRL meetings this Summer.

- II. Final discussion on rotation revamp report

III. (If time) Discussion on procedures for selecting future student members for the ACRL.

IV. Final remarks:

++ No meeting next Monday, May 28th (Memorial Day)

++ Next meeting on Monday, June 4th . (Location = Athenaeum)

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SUMMARY MINUTES FOR April 23, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

SUMMARY MINUTES

- Conclude discussion on target freshman #s for all houses, Bechtel and Marks-Braun. Details are described on report on report released on April 27, 2018 (available here https://www.studaff.caltech.edu/documents/90-acrl_report_2_number_of_beds_for_freshman_2018_04_25.pdf)
- Continued discussion on rotation revamp, and in particular about if and how to allow houses to provide input into the housing assignment of incoming students.
- Details of this part of the discussion will be provided on the upcoming report on rotation revamp.

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SUMMARY MINUTES FOR April 30, 2018

ACRL Participants	
Staff	Tom Mannion Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

SUMMARY MINUTES

- Brief discussion about some problems with substance abuse during recent PFW.
Agreement to dedicate ACRL time in the Fall to studying these issues, both with respect to PFW and with respect to rotation events.
- Continued discussion of rotation revamp. Details will be provided with report on rotation revamp, anticipated to be out in mid- to late- May.
- Agreement to carry out simulations of the new potential rotation process using old rotation data. Simulations will be carried out by the IHC; Prof. Rangel will help as needed.

- Agreement to request data from Housing about the room allocations resulting from the first round of Bechtel/MB room picks for Fall 2018. Data will be discussed by the committee at the next meeting.

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MINUTES FOR May 7, 2018

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

MINUTES

- Discussion of concerns that some continuing students chose rooms in Bechtel/MB due to a fear that they would not get a room in their house, even though the latter was their first preference.
- Discussion of concerns that some of the houses might have empty beds in the Fall as a result of previous point together with sizable demand for non-CIT housing.
- Agreement to study the timing and coordination of room picks in houses and Bechtel/MB for the following academic year to improve the quality of residential outcome, including a new round of careful data collection.

- Agreement to keep track of the numbers in the Fall to see if there are potential improvements to be made after rotation Fall 2018 is over.
- Continued discussion of rotation revamp.
Preliminary agreement on recommendations for the new rotation process for Fall 2018.
Start writing and group editing of the report, to be distributed to the community by the end of the month.

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MINUTES FOR June 4, 2018 MEETING

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Rachael Morton Sakthi Vetrivel **absent** Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

MINUTES

- Discussion on final details of rotation revamp. Final consensus reached. The report will be distributed over the next few days.
- Farewell and thanks to Rachael Morton for her invaluable years of service to the Caltech community and for her work in the ACRL.
- Agreement to ask the IHC to select another of its member to fill out Rachael's seat in the committee next year.
- Next meeting of the ACRL to be scheduled for next Fall, after the conclusion of rotation.

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MINUTES FOR October 1, 2018 MEETING

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Simon Ricci Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

MINUTES

- Discussion about the work process of the ACRL: What worked last year? What didn't work? How can we improve the process?
- Preliminary work on next ACRL report on post-evaluation of rotation 2018-2019:
 - ++ Agreement to conduct separate surveys on incoming students and continuing students, and to do so in a few weeks, not immediately after rotation
 - ++ Agreement to conduct a single data collection effort together with the IHC and Dean's Office, instead of parallel efforts like in the past, with anonymized data to be shared with all constituencies.
 - ++ Agreement to interview director of new Office of Residential Experience, as well as

people from Housing and Dean's Office personnel to identify potential areas for future improvement.

++ Brainstorming on potential questions to ask as part of the post-evaluation process.

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MINUTES FOR October 15, 2018 MEETING

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney
Students	Catherine Day Simon Ricci Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel

MINUTES

- Discussion on the first set of initial outcome metrics for the assignments generated by the new system during rotation 2018, which look very good.
- Discussion of potential improvements to add to the rotation algorithm for rotation 2019, and data analyses to be done to evaluate them.

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MINUTES FOR October 22, 2018 MEETING

ACRL Participants	
Staff	Tom Mannion Candace Rypisi Jarrid Whitney **away**
Students	Catherine Day Simon Ricci Sakthi Vetrivel Diandra Almasco Sarah Crucilla
Faculty	Kevin Gilmartin Richard Murray Antonio Rangel
Guests	Felicia Hunt (Director, Office of Residential Experience) Marie Lara (Housing Office)

MINUTES

- Brief discussion of concerns that rotation as currently implemented might be interfering too much with academics and other extracurricular activities such as sports, which has been raised by other Caltech groups.
 ++ Agreement to survey faculty, coaches and students on these issues.
 ++ Agreement to consult with Joe Shepherd about whether the ACRL should be thinking about this.

- Conversation with Marie Lara (Housing Office) and Felicia Hunt (director of Office of Residential Experience) to get their thoughts about what worked during the last rotation cycle and what needs improvement.