COURSE AGENDA

Course Title: Bringing Space Back Down to Earth

Start & End Date: April 25, 2023, 9:15 – 11:15am

Site Name, City, State: University of Florida via In-Person and Zoom, Gainesville, FL

Course Type: ☑ Accounting and Auditing   ☒ Technical Business   ☐ Behavioral

Number of Credit Hours: 2.0

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<th>Topic</th>
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| Bringing Space Back Down to Earth               | • Working in Collaboration – sharing experiences on how this works from a department perspective  
|                                                 | • Proactive solutions – onboarding/offboarding to update the system as you go  
|                                                 | • Interviewing occupants is the key, it’s not just a process! – teaching the occupants as you move forward  
|                                                 | • Sharing different ways to collect space data from various college perspectives  
|                                                 | • What data is helpful to completing the space allocation process – knowing what to ask for  
|                                                 | • Tips of the Space System to help with efficiencies  
|                                                 | • Concerns of UF leadership and the impact of incorrect data to the university | 120        |