

September 5, 2007

To: Classroom Review Board
From: Sally Hibbitt
Re: Minutes of September 5, 2007

Members present: Tamla Blunt, Jack Brouillette, Pat Burns, Dave Carpenter, Brian Chase, Sally Hibbitt, Loree Morse, Bolivar Senior, Andre' Smith, and Jim White.

Members absent: Craig Birdsong, Mike Hanna, Sage Morris-Green, and Jan Nerger.

Sage Morris-Green, current UTFAB chair, has agreed to join the committee as its representative.

Agenda item 1. The minutes of May 18, 2007 were approved.

Agenda item 2. P. Burns suggested to the committee that it was time to review the Department First Preference criteria and policy. The policy was originally written by Jack Brouillette, Toni Swanson (Room Scheduling), Ron Baker (Facilities Management), Adrian Logsdon (Audio Visual Services, Instructional Services), and Gary Atkins (Classroom Equipment Services, Instructional Services), and approved by the Provost in December 1997. A copy of that policy is included as Attachment 1.

The DFP policy came about from the need for technology to be installed in classrooms for individual disciplines that was not mobile or easily transported e.g., projectors in Eddy Hall for Speech classes or oversized maps for History classes). 21 of the 68 departments on campus have DFP classrooms. With the technology advancements in many classrooms on campus is the need for DFP classrooms as great as it used to be? (74% of GA classrooms now have updated equipment, if not completely upgraded to SMART status)

L. Morse spoke about a software program that Room Scheduling has purchased from AdAstra that will allow them to fulfill their policy that a department needs to schedule their classes evenly throughout the week, as well as throughout the day. As it stands now, there are certain times of the day that Room Scheduling cannot give a classroom away. This program could force departments to fill some of these less preferred time slots and alleviate some of the congestion at core times. B. Chase surmised that spreading classes out over more time slots could lessen some of the parking headaches on campus as well. Bunching classes up in core times means that there are heavier volumes of vehicles on campus as well.

J. Brouillette voiced caution about this forced scheduling into less desirable time slots. In years past the University tried a plan of each department being required to schedule a set percentage of their curricula at these later or earlier time slots. The results were lower enrollments and thus the reduced need for faculty in some departments. Also, some students have so many prerequisite classes that this type of scheduling could cause them to extend their time at CSU as they could not schedule the prerequisites conveniently to move through their discipline in 4 years.

J. White asked about the potential for using departmental classrooms to help fill the need for space. Morse told the committee that only about 10% of the departmental classrooms are in Aries for them to view. They cannot pull statistics for usage if they are not in Aries. Morse indicated that Kristi Buffington in Facilities Management did a "Utilization Analysis of CSU Classrooms" in the Fall 2005. She thought we might be able to use this study for reviewing departmental use of their designated classrooms. Chase suggested the use of custodial staff to monitor departmental classrooms for usage and try to get an idea that way. However, Morse did note that they have had success with getting access to a departmental classroom if they contact the department and express their need.

S. Hibbitt has convened a small committee of J. Brouillette, L. Morse, and herself to review the policy and make recommendations for changes.

Agenda item 3. A. Smith and L. Morse alerted the committee to a change in the list of GA classrooms being upgraded by UTFAB funds for this fiscal year. Military Science 115 has replaced Glover 201. Glover 201 required a general facelift as well as technology upgrade. Facilities Management was struggling to squeeze in the facelift with the large number of projects that they are working on. Military Science 115 was pressed into service at the last moment for Fall semester due to scheduling conflicts. This room is a GA room that had not yet been slated for upgrade. Morse requested that Military Science 115 be put in the place of Glover 201 for this fiscal year. It is an urgent need and Glover 201 was not going to be done any time soon due to workloads at Facilities. T. Blunt (member of both UTFAB and UFFAB) was consulted at the meeting for a reaction on behalf of the UTFAB. She felt that the board would have no problem with this change as the money is going to be put to use immediately rather than held for a room that might not be worked on this fiscal year.

Other agenda items.

Other #1. B. Chase distributed a conceptual rendering of the Academic Instruction Building that was approved by the Board of Governors in June 2007. UFFAB will fund the construction of the building using student facility fees. This building will be built on the South side of the Clark Building where a parking lot currently exists. It is proposed to have 200 offices (faculty/GTA), 2 large lecture halls, several smaller classrooms, and study rooms for students. The building could be ready for occupation as early as Fall 2010. The classrooms could allow older "bad" classrooms to be taken off line and converted into office suites.

Other #2. B. Chase responded to a question from A. Smith that the Johnson Hall classroom build was back on track. The funds have been approved that will allow them to finish the project. Chase responded, "it is not unreasonable to assume the room could be available for use in January 2008."

Other #3. A. Smith updated the committee on the I-Clicker deployment on campus. I-Clicker was adopted as the campus standard at the May 18, 2007 meeting of the CRB. 31 GA rooms now have I-Clicker base units installed. Approximately 60 faculty members recently attended a training session given by the I-Clicker co-inventor. The local I-Clicker rep has also met with faculty on a 1-on-1 basis for individual training and has been very responsive to software problems that need addressing. Margaret Gearhart, CSU

Bookstore, told Smith that between August 1 and September 4, they have sold 4,762 clickers with a return rate of 6%. The average return rate of textbooks is 10%. The returns are generally due to students buying a new clicker and then finding out their clicker from last year will work for this year as well.

Other uses of I-Clickers have been suggested as well. They are being investigated for use in the Lory Student Center Senate Chamber. This will speed up voting and registration processes at large events. Researchers have contacted Smith about the use of the clickers in their studies/projects.

CU Boulder also adopted I-Clicker as their campus standard about a week after CSU did.

Smith is working with Jim Cox, Natural Sciences, to convert to I-Clicker and allow for the decommissioning of H-ITT. The signage of both H-ITT and I-Clicker instructions in the classrooms can be confusing to the students. Natural Sciences independently purchased a number of the H-ITT products prior to when the campus standard was established.

Other #4. Hibbitt announced to the group that the first Teaching with Technology Workshop of this semester is scheduled for Tuesday, September 11, 4:00-5:00 p.m., in Weber 202. There are other sessions scheduled on September 25, October 9, October 23, and November 13. For more information please go to: <http://tilt.colostate.edu/twt/>

Other #5. Chase noted that Tony Frank, Provost/Senior Vice President, Bob Rizzuto, Vice President for Finance and Administration, and he toured most of the Colleges on campus over the summer break. They saw a lot of good stuff and a lot of “icky” stuff (e.g., run down classrooms and faculty offices). Chase put together a list of needed repairs that was presented to, and approved by the Board of Governors in August. The Board approved \$500,000 in funding to address the issues on Chase’s list. These issues are in GA classrooms as well as departmental rooms. Chase would like to have discussions about the worst problems that were identified and how best to tackle them.

Other #6. Chase also commented on the UFFAB involvement on several projects on campus. There are currently \$300 million in renovation/construction projects either on-going or approved for the campus of which \$100 million was raised by student fees (UFFAB) with the remainder coming from research money and other sources. These projects include the new Computer Sciences Building, an addition to Rockwell Hall (to be partially funded by monies raised by the College of Business), the University Center for the Performing Arts (nearing completion), the Academic Instruction Building, and the planned Parking Structure on the corner of Lake and Centre Streets.

The next CRB meeting will be Wednesday, October 3, 2007, 1:30-2:30 p.m., in room 211E, Lory Student Center.

Classroom Review Board

Wednesday, October 3, 2007, 1:30-2:30
211E, Lory Student Center

AGENDA

1. Approve the minutes of September 5, 2007.
2. S. Hibbitt – Update on Media Site project and Podcasting.
3. J. White/L. Morse – Request from Microbiology, Immunology, and Pathology to convert 109 Pathology to Department First Preference.

From September 1, 2004 minutes:

“Agenda item 2. Taking Pathology 109 offline for 2 years. This room will be offline for scheduling purposes through December 2006. All classes that were scheduled in there have been moved, most to Yates Hall.”

4. J. White/L. Morse – Clark C364 – replacing missing tables.
5. S. Hibbitt – Update on DFP rooms committee.

Future Meetings

Wednesday, November 7, 2007, 1:30–2:30 p.m., 211E Lory Student Center
Wednesday, December 5, 2007, 1:30–2:30 p.m., 211E Lory Student Center

Attachment 1
POLICY PERTAINING TO DEPARTMENT
FIRST PREFERENCE CLASSROOMS
December 15, 1997

A Department First Preference (DFP) classroom is intended to support a department's instructional program by allowing it to claim first preference in scheduling classes in a general assignment classroom. The assignment is appropriate when a department has unique instructional needs not satisfied by the larger pool of other general assignment classrooms.

All of the following requirements must be met for a DFP to be granted:

1. Classes scheduled in DFP classrooms will adhere to the Colorado Commission on Higher Education's University Utilization Standards requirement for class size of sixty-seven percent of capacity.
2. Of the classes scheduled in the DFP room by the first preference department, at least one will be an undergraduate level course that meets at 8:00 a.m. MWF or TR or 4:00 p.m. MWF or TR.
3. If specialized equipment is to be purchased by the department, it becomes the property of the University and is under the control of the Classroom Review Board and will be maintained and replaced by the appropriate service agencies.
4. All specialized equipment, whether purchased by the department or the University, will be available for use by all regularly scheduled classes assigned to the classroom at all times.
5. If specialized equipment is to be acquired (or by donation) for the DFP classroom, its acquisition must be approved by the Classroom Review Board, Facilities Services, and/or the Office of Instructional Services prior to acquisition of that equipment. This is also a requirement for any of the generally assigned classrooms.
6. Department purchase of equipment does not eliminate the requirements stated in no. 1 and no.2 above.
7. Classrooms are to remain available for use by anyone scheduled in the room by the Room Scheduling office. This includes evening hours.
8. Rooms are to be available to other classes or events when not scheduled for the DFP department.
9. DFP is a temporary designation and if conditions under which DFP was originally granted no longer apply, the designation will be rescinded. The Classroom Review Board will conduct periodic reviews of DFP designations to insure the continued appropriateness of the designation.
10. Any changes in room configuration (orientation, furniture, technology, etc.) must be approved by the Classroom Review Board.
11. DFP provides the department first priority for initial assignment of its classes to the room. This priority is given at the time the first class schedule draft is worked. After the first draft of a term is worked, the department no longer has DFP priority on the room. This first class schedule draft occurs approximately one year prior to the actual term.
12. Distance from an instructor's office or personal convenience does not justify the DFP classification.
13. The DFP designation must be approved by the Classroom Review Board.