

May 7, 2008

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of May 7, 2008

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

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

Eugene (Skip) Ackler attended the meeting as a guest. Ackler is the new Associate Registrar.

Agenda item #1. The minutes of April 2, 2008 were approved.

Agenda item #2. Doug Satterfield introduced himself to the committee. Satterfield works for ACNS in the Classroom Support Services (CSS) unit. He will become the CSS representative to the CRB upon Smith's retirement. Satterfield is the lead worker of the Classroom Technical Services unit. He is responsible for the integration of technology into SMART classrooms, both GA and departmental. He is also responsible for the determination of the equipment that will be the best fit into the classroom standards on campus. As part of his duties, he programs the Crestron controllers used in the SMART classrooms to control the instructional technology. This was A. Smith's last CRB meeting as he is retiring from CSU on August 11, 2008.

Agenda item #3. A. Smith presented a list of equipment that CSS has requested as spares to be purchased from the remaining CRB budget for FY08. The most pressing need is spares of the Wolfvision VZ-8Light document cameras in the classrooms. These units are not on a refresh cycle. There are currently 67 document cameras installed across campus. Of those 67, 28 are 5-years-old or older, 23 are 6-years-old or older, 16 are 7-years-old or older, and 9 are 8-years-old or older. CSS has 3 spares in inventory now. They are requesting 4 more this year and 2 more in FY09. The failure rate increases rapidly after the equipment reaches 7 years of age or older.

Smith also requested 3 Extron MPS-112 A/V switchers. There are not enough input jacks on the projectors in SMART classrooms to accommodate all of the equipment that is installed. The Extron switcher acts as an extra source of inputs. The technology is connected to the switcher and then to the projector.

The last item requested is 2 each of a LG Electronics RC-797T DVD/VCR combo (w/NTSC & ATSC tuners) that was recommended by CSS' counterparts at University of Colorado-Boulder. These units are new to our staff and Smith would like a pair of them for testing and compatibility trials.

The committee unanimously approved 4 Wolfvision document cameras, 3 Extron switchers, and 2 LG DVD/VCR combo machines.

Agenda item #4. S. Hibbitt reported to the group on a list of rooms selected by a CRB subcommittee to be upgraded by Project “Icky” in FY09 and FY10. The FY09 list is for 201 Glover, 105B Education, 101 Pathology, and 2 Animal Science Bldg rooms from among rooms 110, 112, 200, and 205. 201 Glover and 105B Education cannot be taken off-line to allow the work to be done until summer 2009 as they already have classes scheduled in them for Academic year 2008/2009 which will actually push the work on them into FY10. In FY10 the list includes the other 2 Animal Science rooms and 100 Eddy. Additional rooms can and will be added to the list as they surface.

Agenda item #5. S.Hibbitt spoke briefly about the replacement of the Physical Development Plan (PDP) process. The process has been redesigned and there is no longer a “small projects” request form to submit upgrade requests to Facilities for GA classrooms. The new process for identifying GA classrooms for remodel or upgrade will be to have faculty contact a member of the CRB or Hibbitt directly. Any requests can be forwarded to Hibbitt who will take the information to B. Chase; they will determine if the request should go to UTFAB, UFFAB, CRB, or Facilities for follow-up. The requests could also go directly to Facilities and then be discussed with Hibbitt for the same determination. The CRB will handle primarily technology-related projects; Facilities is responsible for the physical condition of the classroom, including seating, acoustical treatment, lighting, carpet, paint, etc.

Agenda item #6. P. Burns reported back to the group about the VPOF reaction to the GA classroom reassignment memo drafted by S. Hibbitt and K. Buffington. There was a general acknowledgement among the VPOF that the “give up something to receive something” model recommended in the memo is a valid approach. Hibbitt and Buffington will draft guidelines that address this approach for posting on the Space Requests website so those submitting requests understand the expectation.

Burns has also been asked to further his study of the classroom utilization to look specifically at the beginning of the semester and a few intervals after the start of classes to better understand the trends in room capacity versus actual enrollment. There is still a need to look at moving classes into the “wings,” times outside of the 9:00 a.m. – 3:00 p.m. prime class slots. L. Morse suggested that we start identifying rooms that we would be willing to give up as new GA rooms are brought on-line in the future.

## Classroom Review Board

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### AGENDA

1. Approve the minutes of May 7, 2008.