

Date: March 10, 2017
TO: Classroom Review Board
From: Julia Murphy
RE: Minutes of March 8, 2017

Members Present: Kristi Buffington, CW Miller, Gwen Gorzelsky, Matt Hickey, Adam Lynch, Julia Murphy, Al Powell, Tom Satterly, Tristan Syron, and Simon Tavener

Members Absent: Pat Burns, Dave Carpenter, Mike Palmquist

1. Approval of Minutes
The minutes from the February 8, 2017 meeting were approved.
2. Request to convert Forestry 107 to departmental offices
Al P. visited Forestry 107 and Forestry 217 Both are well equipped and in good condition. Forestry 217 is up to university standards and does not require technology upgrades. Michael Manfredo, Human Dimensions of Natural Resources, has formally requested the exchange. The committee approved the exchange. Al has asked that in Julia's response to HDNR she state that if they do not need the technology in 107 and 217, that they allow Classroom Support to harvest it for use in other classrooms. Kristi B. has made the same request of the furniture.
3. New GA classroom space in Hartshorn
Kristi B. noted that there is an opportunity to convert a large room in Hartshorn (the Dentist's office) into two 34-seat rooms or one 49-seat room. Space requests for the building have been submitted by English, Sociology, VP for External Services, and the Gillette Museum (Bug Collection). The committee supported one 49-seat room. The room will require some work and possibly a small amount of funding to pull it together. Kristi will make a formal proposal to the Space Committee.
4. Herman Miller site visit
Julia, Stan Kruse (TILT), Terry Adams (Facilities), Stephanie Clemons (Design and Merchandising), and Farrah Bustamante (Procurement Services) will be visiting the Herman Miller factory in Michigan. Herman Miller was awarded a strategic business partnership with CSU effective January 1, 2017. The majority of the visit centered on understanding the company and what it has to offer CSU. They discussed how best to communicate the partnership to the campus community.
5. Budget update
Since the February 8 meeting, the CRB fund has provided four new Sharp touch screen monitors to replace failing Sympodiums, a few projector lamps, and some spare Blu-ray players for emergency replacements. It has also paid for repairs in BSB 131, Animal Science 131, Clark C359, and Scott Bio 229. There is a need for four more Sharp touch screen monitors, \$2,800, and repairs in Scott Bio 101, \$1,200-\$2,000. That will still leave approximately \$20,000 in the budget for the remainder of the fiscal year.

6. Request to repair network jacks in Scott Bioengineering 101

Scott Baily (ACNS) and AI brought forward a request from the College of Engineering to repair 41 dome-shaped network jacks permanently mounted on the tables in Scott Bio 101. The room is a GA classroom used for both distance education and web conferencing. The room will be equipped with Echo360 for the fall semester. The repair would require the purchase of new jacks (\$10/each), labor, and install materials, approximately \$1,200-\$2,000. The committee unanimously approved the repairs.

7. Area updates

a. UTFAB/UFFAB

- i. UTFAB –Adam – The board continues to hear supplemental proposals. They continue to discuss replacing the edge switches on campus. Scott Baily and Pat Burns are drafting a proposal. Any proposal would rely heavily on central funding as well.
- ii. UFFAB – Tristan – They have a new voting structure and a new advisor, Simon Tavener. A proposal for the University Greenhouse, initially heard in FY16, will be back before the board at their invitation. They are also hearing a proposal about HVAC in Military Science. After reviewing the bylaws, a case can be made that updating the HVAC is enhancing the student environment.

b. Facilities – Kristi

Everything is still on schedule.

c. Classroom Support - AI

- i. Made UTFAB presentations for Classroom Support on March 7.
- ii. Made lecture capture presentation as well. They have started the trial server. Will be meeting with TILT and others on March 9 to line out what needs to be checked during the trial period.
- iii. Plan on having all classrooms in Walnut Echo360 equipped by fall. The goal is also to have one in each of the Stadium classrooms.
- iv. There are two free software programs for use with the touch screen monitors. Asked Gwen G. for assistance from TILT test-driving the software for the monitors in hopes of selecting a university standard. Would like feedback on ease of use and intuitiveness of the software. There are already 14-16 touch screen monitors in service on campus.
- v. Will be requesting laser projectors in all room refresh and room builds going forward rather than lamped projectors. The laser projectors never need a replacement bulb. They dim over time with usage. The life span is projected out to 5 years. CSS hopes to get 7 years from each of them.

8. Other

- a. Lectern designs - Julia noted that during the visit to Herman Miller, they discussed lectern design and size. Al stated that he is working with Facilities to make the work surfaces better. There are currently two basic sizes, single-wide and double-wide. The single-wide is generally considered too narrow for instructors to work effectively. The double-wide is has a large footprint that needs a lot of space. They are looking at possibly a compromise somewhere around a 1½-wide. That will provide 8-10" more space for the instructor but not take as much space at the front of the room. Julia asked about castors on the lecterns. The difficulty with casters is the cables necessary to power the technology. Casters would require a bundle of cables in a sheath that could pose a tripping hazard and if stepped on, could cause damage to the cables inside.
- b. Geology Labs update - Julia stated they have offered Military Science 115, Plant Science W9, and Aylesworth C108 to the Geology department as potential temporary locations for the labs that have concerns about disruptions caused by the construction on the addition to Natural Resources. They have need for two of the three rooms.
- c. Spreading classes across the day – Julia opened discussion about scheduling options. The committee began looking at the demands on space and time as the campus continues to grow. The peak class times, 10AM to 2PM, are already very tightly scheduled.

Next meeting: April 5, 4:00-5:00pm, Morgan Library room 203