

Date: April 27, 2017
TO: Classroom Review Board
From: Julia Murphy
RE: Minutes of April 5, 2017

Members Present: Kristi Buffington, Pat Burns, Gwen Gorzelsky, Matt Hickey, Adam Lynch, Julia Murphy, Al Powell, Tom Satterly, and Simon Tavener

Members Absent: Dave Carpenter, CW Miller, Mike Palmquist, Tristan Syron

1. Approval of Minutes
The minutes from the March 8, 2017 meeting were approved with one abstention.
2. Request for feedback on GA classrooms - Julia
In past semesters, CRB posted a request to Faculty for feedback on GA classrooms. Pat notes that this has been a beneficial information gathering activity leading to positive improvements in some rooms. Julia will draft a message and Pat will send to the AcadFac listserv.
3. Seminar rooms in Walnut - Julia
The two 12 seat seminar rooms in Walnut will become general assignment.
4. Fall CRB Scheduling - Julia
The Fall 2017 meetings will be September 6, October 4, November 1, and December 6, 4-5:00 p.m. in 203 Morgan Library.
5. Update on Forestry 107/217 swap – Kristi/Julia
The Space Committee approved the swap and it should occur in December 2017. The department will leave the furniture in 217. CSS will remove the technology and Facilities will remove the furniture from 107.
6. Spread of classrooms
Discussion resumed from the March meeting regarding spreading classes outside of the common prime time slots and the uniform time code for scheduling. The primary concern is that there are not enough large classrooms (200-seat capacity or larger) to schedule classes at a time needed for course sequencing issues. Pat – Julia should bring a list of requests where need cannot be met.
7. Budget Update
\$12,000 has been reserved for the move of the 3D projector from Behavioral Sciences to the new Biology Bldg. That leaves approximately \$13,000 remaining. The board approves using some of the remaining funds for the purchase of Echo360 recorders.
8. Area updates
 - a. UTFAB/UFFAB
 - i. UTFAB –Adam – Presented to the SFRB. UTFAB is not requesting a fee increase for FY18. They should be able to fund all supplemental proposals for FY17. They

will be hearing a proposal for an Electronic platform for the Updated Student Course Survey form at their next meeting.

- ii. UFFAB – Simon/Kristi – Made a recommendation to fund \$1.8m in proposals. Engineering B101 will be reconfigured to be a flipped classroom, rotated 90 degrees. There will be new furniture and new technology. Wagar 132 & 133, 3 College of Liberal Arts departmental classrooms in the basement of Clark A-wing, and the classroom in the Greenhouse for Plant Science will all receive attention. Some deferred maintenance will be performed in Military Science.

- b. Facilities – Kristi
Everything is still on schedule.

9. Other

- a. Al Powell - The UTFAB has approved the purchase of 10 Echo360 recorders for installation in the Walnut and Stadium GA rooms from the remaining funds Classroom Support received for FY17. Echo360 is offering a promotional – buy 5, get 1 free so that would provide 12 recorders for installation in GA rooms. Al is considering purchasing 5 more with CSU Online funds. VTH has made a request for one. Engineering is willing to cost share the purchase of Echo360 recorders for Scott Engineering 101 & 231. Would like to use CRB funds to purchase 5 more. Approved by acclamation.
- b. Julia – Anton Betton, Math Department, has requested an Echo360 recorder in Johnson Hall 222. Al indicates there is already a touch screen device, two microphones, and projectors. It needs the camera, the recorder, and the connections and accessories. Top end cost to complete would be about \$7,000. Approved by acclamation.
- c. Julia – The Geology labs will be relocated to Military Science 115 and Plant Science W9 for Fall 2017 and Spring 2018.
- d. Kristi – Working on the Smith Natural Resources Building new 120-seat capacity general assignment classroom. They are working on the design with new specs. The room will be wider but not deeper. Will have extra technology on the sides.
- e. Julia – 90 classes have been scheduled in the Stadium for the Fall 2017 semester.
- f. Al – Plant Science 101 is the next best candidate for Echo360 technology. It already has camera and microphones. It will need a touchscreen monitor and an Echo360 recorder.

Next meeting: May 3, 4:00-5:00pm, Morgan Library room 203