

Date: February 16, 2017
TO: Classroom Review Board
From: Julia Murphy
RE: Minutes of February 8, 2017

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

Members Absent: Mike Palmquist

1. Approval of Minutes
The minutes from the December 7, 2016 meeting were approved by acclamation.
2. Request to convert Forestry 107 to departmental offices
Michael Manfredo, Human Dimensions of Natural Resources, has put forward a request to the space committee to convert Forestry 107, seats 25, into office spaces. No formal request has been made to the CRB. Julia reached out to Michael to ascertain if they had a room they could swap as is the standard practice. HDNR has a departmental room, Forestry 217, that seats approximately 40. Forestry 217 would remain department first preference. Timing would be after addition to the Warner College. Pat B – are there costs associated with swap. Al P. will take a look at existing technology and determine equipment update needs. Julie to seek formal swap request from Michael. Will be on agenda for next meeting.
3. Relocate two Geology labs from WCNR
CRB has received a request from Geology to move two labs from WCNR to another temporary location due to perceived issues with WCNR addition construction. The lab has microscopes that are sensitive to vibration. The lab also needs carpet and proximity to sinks and storerooms. Suggested rooms would be in the new Walnut Bldg (requires moving scheduled classes out), the Library, or possibly Weber 202. They need two rooms and will need them for most of the day.
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. Gwen suggested that the group get together with some campus community members prior to their trip to look at priorities and where CSU is headed regarding furniture for offices and classrooms (type and quality). How does furniture influence the learning environment? Best practices for technology in flipped classrooms?
5. Area updates
 - a. UTFAB/UFFAB – Adam/Tristan
 - i. UTFAB –Adam – The board is hearing proposals. The only project coming up is an update to a classroom in Computer Science. Proposals are due mid-February.
 - ii. UFFAB – Tristan – Proposals were due by January 19, 2017. Legitimized four classroom remodels (Engineering B101, Glover 202, Wagar 131 and 133) for approximately \$500k. If passed, they could be completed over summer 2017.

Proposals presented at the next meeting – Visual Arts corridor display cases and Clark A01, A07, and A27 remodels (all departmental rooms).

- b. Facilities – Kristi
 - i. Walnut classrooms – The chair rail is the height of the whiteboard railing, not the proper height. Seeking approval from Housing to fund and replace with larger chair rail to protect the walls. Facilities is evaluating the quality of whiteboards. They may need replaced.
 - ii. Biology and the Stadium are on schedule. Julia - There are 85 classes scheduled in the stadium for fall 2017.
 - iii. Pat B. - Chalkboards vs. whiteboards vs. ceramic boards vs. glass boards? Kristi – For any new rooms and renovations Facilities is using glass boards. Ceramic boards quality is decreasing and start to show signs of “ghosting”. Chalkboards are still in classrooms where departments specifically request them.
 - c. Classroom Support - Al
 - i. Clark room A068 is 85% complete and functional. It is being used for training.
 - ii. Working with departments across campus to connect the various classroom Crestron controllers to the network. Working on a proposal for a campus wide AV management system from Crestron. The cost threshold is \$10k-\$20k.
 - iii. Kudos to Housing & Dining group for their efforts on handling of Walnut classrooms. This is the first time they have had to work with general assignment classrooms in a residence hall. They have been very helpful and super to work with.
 - iv. Scott Baily, Director of ACNS has the paperwork for the trial of the Echo Cloud server. The trial period will allow for doing recordings from the demo classroom (A068 Clark), allow for testing with Canvas, and allow for testing by Middleware. There is no charge for the trial period. Annual cost approximately \$96k for basic lecture capture. Trying for 3-year contract.
 - v. Receiving positive feedback on touch screen monitors in Walnut. No complaints. Also, made arrangements to have the touch screens installed in the Stadium classrooms.
 - vi. Preparing proposal to UTFAB requesting Echo devices for each of the Walnut classrooms. The mics and cameras are already there. There will not be a per-device fee in the new contract.
 - d. EMS updates – Julia
 - i. The Stadium is still interested in using EMS. Scoping call at the end of the week to determine their needs. Todos Santos working on funding to engage with the vendor to come onboard. Attempting to combine the two projects to bring them both up at the same time. Also still looking to bring all instances of EMS on campus into one instance.
 - ii. EMS upgrade is underway. The upgrade includes a nicer user interface.
6. Other
- a. Pat B. – Would like to see a budget update included on the agenda for each meeting going forward.

Next meeting: March 8, 4:00-5:00pm, Morgan Library room 203