

Date: May 12, 2017
TO: Classroom Review Board
From: Julia Murphy
RE: Minutes of May 8, 2017

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

Members Absent: Pat Burns, Adam Lynch, Mike Palmquist

1. Approval of Minutes

The minutes from the April 5, 2017 meeting were approved with one abstention.

2. Request for feedback on GA classrooms - Julia

A request for feedback went out to the Academic Faculty listserv. Julia received approximately 30 responses quickly and has a few more trickling in. The group discussed the items on the list of responses. Classroom Support Services and Facilities have addressed quick fix items. The next step will be for Julia, Kristi, and Al to meet and discuss the remaining items to determine what is not going to be able to be resolved (i.e. moving the train). Facilities will address HVAC/heating issues and carpet cleaning as time allows. If necessary, classes may be moved to more accommodating rooms. Technology issues will be discussed and addressed, as funds are available.

3. Share Example of unmet need from the College of Business - Julia

As a follow-up to the discussion of the spread of classrooms from the April 5 meeting, Julia brought a request from Michael Jaramillo, College of Business regarding needs for more classrooms for their course sections. College of Business and Computer Science are the two most common areas to state unmet needs.

4. Budget Update

The purchase order has been issued for the move of the 3D projector from Behavioral Sciences to the new Biology Bldg. \$1,200 has been earmarked for the repairs of the network jacks in Scott Bioengineering 101. Remaining funds are going to be used to address needs as they arise and the Echo360 device installs in Johnson Hall 222 and Plant Science 101.

5. Area updates

a. UTFAB/UFFAB

No updates provided.

b. Facilities – Kristi

Everything is still on schedule. Furniture has been ordered. Waiting on access to rooms.

c. CSS – Al

Working on a number of projects this summer, over 30 GA and departmental classroom upgrades. Have 20 Echo rooms to install across campus. Increases Echo capacity by 66%. Received a request from the Library to do some recabling and remodeling in 5 rooms but they will not be able to take on the jobs until after summer.

- d. EMS – Julia
Todos Santos and the Stadium are in the process of implementing EMS. Implementations will be complete in Summer 17.
6. Other
- a. Al Powell - The purchase order for 12 Echo360 recorders has been issued using UTFAB funds. Another 12 have been ordered using CSU Online funds.
 - b. Al Powell – Exploring modifying Behavioral Sciences 107 to have one source feed the data screen and one source feed the side monitors already installed. This will allow for leaving certain data on screen during the entire lecture while showing other data on the side monitors. Will need to change connections and do some switching work. Will have to wait for budget in FY18.

Next meeting: September 6, 4:00-5:00pm, Morgan Library room 203