

Date: February 9, 2012
To: Classroom Review Board
From: Rusty Scott
Re: Minutes of February 9, 2012

Members present: Tamla Blunt, Kristi Buffington, Pat Burns, Dave Carpenter, Steve Hultin, C.W. Miller, Julia Murphy, Al Powell, Doug Satterfield, Rusty Scott, and Dan Turk

Members absent: Shaun Beaty, Jack Brouillette, and Pete Winderscheidt

1. Approval of minutes

The minutes from November 29, 2011 were unanimously approved.

2. General Assignment room/building updates

a. Engineering II GA rooms:

- i. Auditorium 101 – 150 seats
- ii. Room 229 – 60 seats
- iii. Room 231 – 20 seats

R. Scott will contact the College of Engineering to have them formally request DFP status on the rooms if desired. K. Buffington will check with the project manager, Steve Keiss, regarding technology to be installed in rooms 229 and 231. A. Powell suggested there may be plans to install equipment for distance delivery in those two rooms. If so, Continuing Education may receive DFP for the rooms.

b. Animal Science building remodel

K. Buffington reported that the Animal Science building may be undergoing mechanical remodel beginning in January 2013. Four general assignment classrooms exist in the building (25-42 seat capacity) that would be taken off-line during the remodel. S. Hultin indicated the project has just been handed over to their designers. Classroom Scheduling requested that additional information be made available before June 2012 as scheduling for the spring 2013 semester will begin then.

c. INTO

- i. NR106, NR112 (currently not smart) – A combination of UTFAB and UFFAB funding may be required to upgrade these rooms. Configuration specifics are under review. The project is planned for the summer of 2012.
- ii. Rockwell 36 (already smart)

P. Burns reported that these rooms have reserved beginning fall 2012 for INTO. More may be required as enrollment builds. One hundred students are expected initially; 40 graduate level and 60 undergraduates.

d. MRB scheduling – Proposal to disallow scheduling during weekends.

Classroom Scheduling will minimize access to MRB on weekends and evenings, however, the campus does not have sufficient space to completely remove evenings and weekends from the schedule. R. Scott and J. Murphy will respond to the Department of Biochemistry and Molecular Biology.

3. Extended class blocks

J. Murphy has received several requests from the College of Liberal Arts to schedule 75 minute classes on Mondays and Wednesdays. To date, these have not been fulfilled. CLA has now requested that a few classrooms be set aside to accommodate this request. Murphy will meet with the CLA to explore a pilot project and will provide an update at the next CRB meeting.

4. Classroom Technology Strategy document
The January 28, 2012 draft of the Classroom Technology Strategy document was discussed. Specific topics included; 1) Additional details for the definition of a “distance room” and 2) A recommended standard for ‘live board capture’ technology (Symposium). D. Turk recommended a summary of options for using the technology in smart/distance delivery classrooms be prepared for faculty use. A. Powell and R. Scott will discuss the strategy document with the Committee on Teaching and Learning at their next meeting, February 23.

Input from the other faculty members related to the document was discussed, and will be continued at the next CRB meeting. P. Burns recommends that responses and further discussion be partitioned into three categories; policy, behaviors, and technology.

5. Lecture capture update
During the October CRB meeting, the committee endorsed moving forward with the Echo360 implementation. Cost estimates include \$48,000 one-time for hardware (Echo360 appliances, servers and storage) and \$50,000 annually for licenses. A proposal for funding was presented to the University Technology Fee Advisory Board. Final vote is pending and expected to be held in late February.

Next meeting: March 1, 2012, 8:00 – 9:00 a.m., Lory Student Center 211E