

March 2, 2011

To: Classroom Review Board

From: Rusty Scott

Re: Minutes of February 28, 2011

Members present: Shaun Beaty, Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Brian Chase, Julia Murphy, Al Powell, Doug Satterfield, Rusty Scott, and Pete Winterscheidt.

Members absent: Margarita Lenk and C.W. Miller

Guests: Skip Ackler, Registrar's Office

1. Approval of minutes – R. Scott

The minutes of January 24, 2011 were approved with minor corrections to Attachment 1.

2. Classroom utilization - P. Burns

P. Burns is working with Institutional Research to update the data related to the classroom utilization study with data from the fall 2010 term. He plans to provide and update at the March 28 meeting.

3. GA/Departmental Classroom swap – R. Scott

The Department of Art has proposed to trade an existing GA classroom (F103) for a departmental classroom (Visual Arts F113). R. Scott, J. Murphy, K. Buffington, D. Satterfield and Milt Brown (Facilities) met with the department head (Gary Voss) to discuss in more detail. After renovation, F113 would seat 55-60, an increase over F103 which currently has a capacity of 40. The group saw no other issues with making the trade, providing that sufficient funds exist. Buffington has worked with M. Brown to determine the difference in cost associated with renovating F113 for GA use rather than updating F103 and B. Chase verified that the funding is available. Renovation of F113 would be scheduled for the summer of 2012. The committee unanimously approved the trade. Scott will send a memo to the Gary Voss.

4. UFFAB update - T. Blunt

The attempt to purchase the Washington School for the Child Development Center is moving ahead. The renovation of the facility could be completed by Thanksgiving 2011 and classes could begin January 2012, freeing up space in Gifford. Morgan's Grind (coffee shop) in the Morgan Library will be opening around spring break this year. The "Cube" on the Morgan Library and Engineering II will begin construction the day after graduation at the end of the current semester. There will be a ground breaking on Engineering in April. Preparatory steps for the construction of the "Cube" will begin soon after the temporary entrance is completed on the northeast corner of the Library in early March.

D. Satterfield reported that the renovations to Eddy 102 and 103, Animal Science 200, and Shepardson 102 have been completed. Aylesworth C106 and C111 are nearing completion. Work is beginning on Chemistry A101 and A103, Eddy 5, 7, and 8. (Attachment #1)

5. UTFAB update – D. Satterfield

Upgrades have been completed in Eddy 106 and 109, Education 236, and Pathology 109 adding to Eddy 113-117 which have already been completed this year. Next to be remodeled this fiscal year are Eddy 9 and 11, Chemistry B301, and Gifford 312, Engineering D102, E104, and E206, Military Science 201, Clark C359, and Rockwell 165. (Attachment #2)

Satterfield will be making a presentation to the UTFAB on March 1, 2011, with a proposed list of rooms needing a ‘technology refresh’ for budget consideration for FY12. (Attachment #3)

6. iClicker update - R. Scott

The iClicker representatives have suggested that CSU enter into formal contract that would codify particular areas (pricing, # of receivers provided, etc.). iClicker was established as the campus standard for classroom response systems in early 2007. CSU is provided receivers at no cost from the vendor. The remotes are purchased by the students new for \$39 and can be sold back to the Bookstore for \$19. Used remotes are resold to students for \$29. The cost of the remotes has remained constant until this year. The vendor has increased the cost \$1 per remote. The students purchase 5,000 - 6,000 units a year through the Bookstore.

P. Burns recommends that we pursue a contract, but include an “out clause” that will protect our students in the event of excessive price increases. Scott will enter into discussions with Purchasing, Contracting Services, and the vendor as necessary.

7. Classroom Media digitization project - R. Scott

Only twelve playbacks have been requested through the legacy closed-circuit playback system this semester. 80 – 85 playbacks have run through the new system. Scott Baily sent a message to the Deans, Directors, and Department Heads listserv reminding the departments about the process at the beginning of the Spring semester. A reminder email will be sent to the ‘genfac’ listserv after Spring Break. The ‘sunset date’ for the legacy playback system continues to be June 30, 2011.

8. Laptop checkout in Library - R. Scott

Laptop checkout in the Libraries is currently only available to the faculty and staff within the Libraries, but will be extended to all faculty and staff to support those who do not having access to laptops and need to display video content in classrooms (as the closed circuit system is decommissioned). It was proposed to the group that \$3,000 of CRB’s budget be used to help purchase additional laptops to supplement the Library’s laptop checkout fleet. Passed unanimously.

9. CRB budget – Mandis/R. Scott

R. Scott will work up a proposal for the budget to cover the cost of the streaming licenses required for the videos that are being played through the new playback system.

Satterfield will create a list of equipment and supplies required through the end of the fiscal year for review by the CRB.

Additional items

1. J. Murphy gave a brief follow-up on the discussion from the January 24th meeting about classes that meet outside of the uniform time code and their impact on the scheduling process. She determined that there were only 16 such instances in this semester and the impact on scheduling was negligible.
2. R. Scott asked about forming a committee to review lecture capture and classroom equipment standards. P. Burns will draw up a charge for the committee. A. Powell will coordinate the discussions and include D. Satterfield, S. Beaty, and D. Carpenter, and R. Scott as well as others outside of the CRB.

The next meeting is Monday, March 28, 2011, 12:00-1:00 p.m., 208 Lory Student Center.

UFFAB Classrooms Remodel Update – Fall 2010 - Summer 2011

Completed Rooms -

Eddy 102 – Completed 10/22/2010 – UFFAB Remodel
Eddy 106* – Completed 10/22/2012 – UFFAB Remodel –and UTFAB **New Smart Classroom*
Eddy 103* - Completed 11/12/2012 - UFFAB Remodel
Eddy 109* - Completed 11/12/2012 - – UFFAB Remodel –and UTFAB **New Smart Classroom*
Animal Science 200 – Completed – Winter Break 2010 - UFFAB Remodel **New Smart Classroom*
Shepardson 102 – Completed – Winter Break 2010 - - UFFAB Remodel
Eddy 113 Completed – Winter Break 2010 – UFFAB and UTFAB - Remodel
Eddy 114– Completed – Winter Break 2010 - UFFAB and UTFAB - Remodel
Eddy 115– Completed – Winter Break 2010 - UFFAB and UTFAB - Remodel
Eddy 116– Completed – Winter Break 2010 - UFFAB and UTFAB - Remodel
Eddy 117– Completed – Winter Break 2010 - UFFAB and UTFAB – Remodel

Rooms / Remodels in progress -

Chemistry 103 – 01/18/11 – 3/21/11 - In Progress – Dual Projectors
Aylesworth C111 – 02/14/11 – 03/4/11 – In Progress
Aylesworth C106 – 02/14/11 – 03/4/11 – In Progress

UFFAB Classrooms Remodel Update

Rooms / Remodels Upcoming -

Eddy 9* March 7, 2011 – 3/25/11 - **New Smart Classroom – moved up in schedule*
Eddy 1* March 7, 2011 – 3/25/11 - **New Smart Classroom– moved up in schedule*
Eddy 05 Start March 28, 2011 – Complete 3 weeks
Eddy 08 Start March 28, 2011 – Complete 3 weeks
Eddy 07 Start April 11, 2011 – Complete 3 weeks
Shepardson 118 - April 11 – May 6
Shepardson 120 - May 16 – June 3rd
Shepardson 212 - May 16 – June 3rd
Visual Arts F103 – April 18th-
Visual Arts F101 - May 16th
Gifford 301 & 302 (combining rooms) – **Summer 2012**
Gifford 324 – May 17th - 17 weeks
Pathology 101 May 23rd – (6 weeks)
Engineering 120 July 18th –(4 weeks)

Attachment #2

UTFAB Classrooms Technology Update – Fall 2010 - Summer 2011

NEW UTFAB FUNDED SMART ROOMS FOR FY 2011

1	Eddy	9	March 2011
2	Eddy	11	March 2011
3	Eddy	106	Completed
4	Eddy	109	Completed
5	Education	236	Completed
6	Pathology	109	Completed
7	CHEMISTRY B301		Spring 2011
8	Gifford	312	Spring 2011

UTFAB FUNDED ROOM REBUILDS FOR FY2011

1	EDDY 113	Completed
2	EDDY 114	Completed
3	EDDY 115	Completed
4	EDDY 116	Completed
5	EDDY 117	Completed

REFRESH ROOMS FOR FY2011 - Summer 2011

1	ENGINEERING D102
2	MILITARY SCIENCE 201
3	ENGINEERING E206
4	ENGINEERING E104
5	CLARK C359
6	Rockwell 165

Attachment #3

A Look Ahead to FY2012

Classroom Support Service is proposing a list of 20 classrooms for Technology refreshes for FY12.

AYLESWORTH	C108
CLARK	C238
CLARK	C251
CLARK	C146
ENGINEERING	E202
ENGINEERING	E103
ENGINEERING	E203
ENGINEERING	B004
GUGGENHEIM	107
MICROBIOLOGY	A108
MICROBIOLOGY	A113
MRBSC	111
ROCKWELL	39
ROCKWELL	36
ROCKWELL	167
ROCKWELL	170
ROCKWELL	172
WAGAR	132
WAGAR	107B
WAGAR	133

Classroom Review Board
Monday, March 28, 2011 – 12:00-1:00 pm
208 LSC

AGENDA

- 1) Approve the minutes of February 28, 2011
- 2) DFP update – P. Burns
- 3) UUFAB update – T. Blunt
- 4) UTFAB update – D. Satterfield
- 5) iClicker update – R. Scott
- 6) Lecture capture update – A. Powell
- 7) Budget items
 - a) Streaming video licenses – R. Scott
 - b) Equipment for FY11 – D. Satterfield

Spring 2011 Remaining Schedule

Monday, April 25, 2010, 12:00–1:00 p.m., 208 LSC