

Date: March 30, 2016
TO: Classroom Review Board
From: Rusty Scott, Julia Murphy
RE: Minutes of March 9, 2016

Members Present:, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Gwen Gorzelsky, Clayton King, Jake Loughridge, CW Miller, Julia Murphy, Al Powell, Tom Satterly, Rusty Scott

Members Absent: Anton Betten, Clayton King, Mike Palmquist

Guests Present: Shawn Archibeque (Delegate for Anton Betten)

1. Approval of Minutes
The minutes from February 10, 2016 were unanimously approved.
2. Changes to the Agenda – 3D Projector in BSB 105 – Pat Burns
There is continued interest in relocating and/or upgrading the 3D technology in BSB 105. Pat recommended that David Ramsay (CSU Libraries) attend a CRB meeting to brief the board on his discovery effort regarding affordable 3D technology. Rusty will contact David.
3. Wireless Education Signs in GA Classrooms – Rusty
The Network Operating Center (NOC) staff at ACNS have been focusing on a promotion campaign related to the use of WiFi across campus. In addition to social media, digital signs on campus and Ramweb, they are developing signs for GA classrooms. The signs will be placed in classrooms starting spring break.
4. Management and Assignment of Flipped Classrooms – Gwen, Rusty, Julia
Gwen, Anton, Julia and Rusty have developed some recommended processes for assigning instructors to flipped classrooms. Those include; 1) adding options to the classroom request form that allow schedulers to include a preference for a flipped classroom; 2) The CRB will communicate with instructors scheduled into flipped classrooms, asking them if they continue to require a flipped room; 3) The Registrar's Office communicate with TILT with a list of available times in flipped classrooms so that they can pass the information onto interested instructors and; 4) Instructors will contact the Registrar's Office directly to schedule classes in these spaces.
5. Aggie Village North Capacities – Kristi
All rooms will have movable furniture except rooms 101 and 119 which have low capacities (10-12) and will have conference style table and chair configuration. Rusty will contact HDS to explore their interest managing these rooms.
6. Stadium Classroom Furniture – Kristi
Kristi provided conceptual drawings for the furniture in the Stadium classrooms, one with tables and chairs and one with rolling tab-arms. It was recommended that the two larger rooms be configured primarily with tables and chairs and a small number of tab-arms in the back (similar to Engineering E205). It was also recommended that a mix of tables/chairs and rolling tab-arms for the remaining rooms. Kristi to work with the designers in Facilities to provide updated drawings at the next meeting.

7. Condition of Classrooms on Monday mornings – AI

Auditorium style classrooms, particularly BSB 131 and A101 have been used during weekends for student groups, events and at times, unscheduled student interest groups. These rooms are often left in poor condition causing problems for instructors on Monday morning. Issues include computer monitors being unplugged, trash and beverages left behind and wireless microphones not being left on their chargers. The rooms are not controlled with electronic locks and are left open during the weekend to accommodate scheduled events. Security cameras currently exist around the room entrances but are not considered to be an effective solution. Electronic locks on all doors is very expensive. Additional signage was also discussed as a possible, inexpensive deterrent. Facilities will provide a quote for one electronic door for both BSB auditoriums. Julia will work with Classroom Support Services to explore signage possibilities.

8. Wireless Mics in GA rooms – AI

The frequency over which GA classrooms operate wireless microphones (38 rooms) is being sold by the FCC. This results in our microphones no longer functioning, forcing a transition to new technology. AI also recommended a new model for managing microphones, specifically housing the charging units and the microphones at the lecterns rather than continuing the existing checkout system that requires approximately 150 microphones. In this model, CSS would retain 20 backup units. Total project cost is estimated at \$65,000. AI further recommended that the migration could take place over a 2-year cycle. More conversation needed to include the UTFAB. AI will report back.

Next meeting: April 13, 2016, 3:30-4:30 p.m., Lory Student Center 380