

Date: May 14, 2012
To: Classroom Review Board
From: Rusty Scott
Re: Minutes of May 10, 2012

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

Members absent: Jack Brouillette

Guests: Sandy Sheahan and Lori Meyers, Facilities Management, and Andrew Olson, new UFFAB student representative

1. Introductions – Debbie Colbert will be replacing Shaun Beaty from TILT and Andrew Olson will be replacing Tamla Blunt from UFFAB.

2. Approval of Minutes

The minutes from April 5, 2012 were unanimously approved.

3. Old Business

a. MRB building schedule request – R. Scott

The board has discussed the CSUPD incidents related to the MRB over the past year. None of the reports involved forced entry, (suggesting either unlocked doors or the use of a key), additional cameras have been installed since the request was made and more are scheduled making this MRB, according to CSUPD, one of the best covered buildings on campus. Given this and the fact that pressure for additional GA space will continue to increase with the remodel of the LSC, the board feels it is in the best interest of the University to not set a precedence that restricts weekend or evening access to buildings that house GA rooms. The Scheduling Office will continue to provide best efforts to minimize scheduling events during these times.

b. CoTL response to new microphone checkout policy – D. Turk

The Faculty Council Committee on Teaching and Learning is in favor of a new microphone checkout policy that will require faculty and instructors to provide a fund number when checking out a microphone for the semester. If, at the end of the semester, the microphone is not returned, the fund number will be charged for the purchase of a replacement. Communication will be drafted by R. Scott and sent to the GenFac and DDD listservs.

c. UFFAB communication regarding student use of classrooms – T. Blunt

Blunt will have this topic brought up at the first fall meeting of the UFFAB.

d. Scheduling of music events in GA classrooms – S. Hultin

Sandy Sheahan and Lori Meyers from Facilities Management provided background related to damage being caused to GA rooms and noise complaints being filed with some student groups hosting large events. Damage has included AV equipment being damaged by excessive volume and carpeting and walls have been damaged as a result of chairs and tables being moved. It has also been reported that in some cases, GA classrooms have been used for childcare during events. Office of General Counsel has been contacted to discuss liability issues. The board recommends that the use policy for GA rooms be updated to include approved uses of rooms as well as financial penalties for damage done to equipment and facilities. A. Powell has suggested a front-end agreement also be drafted to be presented to the student groups.

e. Proposed addition to BSB – T. Blunt

A 2-story with basement addition has been approved for BSB to be located on the east side using residual construction funds from the project. The most recent proposal includes faculty offices and/or graduate student areas in the basement, a 250-seat lecture hall similar to 131 BSB on the first floor and a roughed in shell (use TBD) for the second floor. The infrastructure for additional utilities was built into BSB so no additional funds will be needed for that.

4. GA Requests/Updates R. Scott, K. Buffington, J. Murphy, D. Satterfield
Recent requests for GA rooms have included;

a. Yates 104 – Approved

Issue: Whiteboard has poor lighting when projecting an image on the large screen.

Response: Very limited options exist for improving the lighting. A stronger projector could be installed to allow display in the room when lit. Estimate: \$15K.

b. MRB 111 (currently GA) swap with MRB 123 – Approved

No functional or scheduling issues exist if funding is available to upgrade technology. Technology estimate: \$20K. Funding will swap from MRB111 to MRB123.

c. Pathology 101

Issue: Whiteboards moved to one side during last year's remodel and are hard for students to see.

Response: The whiteboards have been installed on the right half of the room. There is also a small whiteboard installed on the left side of the room that includes a projection system for display on the large backlit projection system. Perhaps training in the use of the overhead system would help resolve this.

d. Natural Resources 113 – Approved dependent on funding availability.

Issue: Room has one very large screen that covers the blackboard installed on the wall; a wheeled blackboard is available but is far from optimal for teaching.

Response: Changes to the technology in this room could help resolve these issues; specifically, installing a new screen that matches the size of the projected image; removing the existing blackboard and replacing it with a large whiteboard that would provide writing surface even when the screen is in use. Estimate: \$10K.

5. UFFAB project update, prioritizing funds – S. Hultin

The UFFAB recommends that project funds be used for complete room remodels rather than performing partial upgrades such as paint and carpet only in an attempt to improve more rooms. Going forward, rooms with high capacity & high use will be the highest priority.

6. LSC Relocation Planning – J. Murphy

See Attachment #1

7. Web Clickers – R. Scott

Web clickers:

- a. Enables students to use mobile (phone, laptops, etc.) in lieu of i>clickers
- b. Very few requests thus far, CSS staff looking for recommendation
- c. Cost to student for app is \$10/semester (less for longer term); no cost to instructor
- d. Instructor's computer and student's mobile device communicate with i>clicker website for data transfer

Positives:

- a. Fewer devices for students; less likely to forget it
- b. Possible cost savings (but maybe not)

Challenges:

- a. Delays in responses received as it is web-based
- b. Potential wireless network issues (capacity, dropped connections)
- c. Students can submit answers from anywhere (don't need to be near the receiver)
- d. Some additional overhead required by instructor
- e. Other institutions: CU said 'no'

The recommendation from the committee is to continue to assess this technology but not formally adopt it for campus at this time.

Other item

A. Powell reported that the installation of Distance Education equipment in B4 of Engineering II has been confirmed. The installation for B2 is still in negotiation.

Next meeting: October 8, 2012, 8:00 a.m., and Lory Student Center 213-215.

LSC Relocation Planning Update:

Meeting Room Space:

- The LSC currently schedules approximately 3000 meetings per year before 5:00 pm and 1300 meetings after 5:00pm.
 - Current options available for event scheduling:
 - LSC North End available & newly renovated LSC Theatre
 - Meeting rooms in the Rec Center.
 - Off campus locations: (Hilton, Marriott, Lincoln Center, etc...)
 - Ideas that are being explored for event scheduling:
 - LCS is considering is drafting a letter to College Deans asking them if they would be willing to allow other departments to use their departmental classrooms for meetings that occur before 5:00pm
 - Put a list of departmentally controlled classrooms and conference rooms and contact information for scheduling these rooms on their website. Put a list of other scheduling options on their website (for example; the study rooms in BSB)
 - LSC would like to use Johnson Hall 222 for holding ballroom type events M-F after 5:00pm and on the weekends. Classroom scheduling is reviewing room usage to determine if this is possible.

The Registrar’s Office has identified the rooms below as possible locations for scheduling by the LSC for events **M-F after 5:00pm** and on the weekends for the fall 2013 & spring 2014 terms. Classroom scheduling staff will relocate class sections that are scheduled in these rooms after 5:00pm into another room in the same building when possible.

Classroom scheduling staff will forward all requests for the use of these rooms after 5:00pm to the LSC for scheduling, including scheduling for events such as; evening exams, review sessions, guest speakers, make up exams, meetings for academic departments and requests from administrative departments and student organizations. The LSC will provide staff for set up and clean up.

Engineering

Room	Capacity	Classes After 5pm Fall	Classes After 5pm Spring
E 103	50	0	0
B 103	49	0	0
E 204	54	0	0
E 206	54	0	0
E 106	28	0	0

Clark

Room	Capacity	Classes After 5pm Fall	Classes After 5pm Spring
C 361	45	1	1
C 363	40	1	1
C 250	45	3	1
C 144	89	1	1
C 142	89	1	1