

October 28, 2010

To: Classroom Review Board

From: Rusty Scott

Re: Minutes of October 1, 2010

Members present: Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Brian Chase, Margarita Lenk, Loree Morse, Doug Satterfield, Rusty Scott, and Pete Winterscheidt.

Members absent: Shaun Beaty, Tamla Blunt, and CW Miller

Agenda item #1. The minutes of May 7, 2010 were approved.

Agenda item #2. K. Buffington presented a request from the Landscape Architecture department regarding the conversion of NESB101 from general assignment status to departmental status in order to provide teaching studios for their Masters program. The additional space is required for national accreditation. The request has already received preliminary approval from the Space Request Committee contingent upon approval from the CRB. D. Satterfield met with Al Powell, Division of Continuing Education regarding the distance education capabilities of the room and where suitable alternate locations might exist. Behavioral Sciences room 103 was identified as an acceptable alternative to relocate the distance learning functions. Behavioral Sciences room 107 is currently a distance education room and the systems could be replicated in 103 given sufficient funding. B. Chase offered to fund the additional equipment. Horticulture and Landscape Architecture will be responsible for the expense of converting the physical attributes of NESB101 to their needs.

The committee unanimously approved the conversion, effective the beginning of the summer semester, 2010.

Agenda item #3 B. Chase and D. Satterfield updated the committee on the classrooms renovations planned using a combination of University Facilities Fee and State Bond funds. A total of \$10 million is available for the project. The preliminary list of 67 rooms has been reviewed, extended, and prioritized. The list includes general assignment and departmental classrooms. Audio/visual upgrades in these rooms has been budgeted at \$1.2 million. Satterfield brought up that the remodeling of 2 classrooms in Eddy is currently underway. The remodel process in the classrooms can include, but is not limited to, new chairs, carpeting, AV equipment and new or improved lighting. He also noted that of the 159 general assignment classrooms, 140 are already SMART rooms. The other 19 should be upgraded within the next 18 months.

Agenda item #4 R. Scott updated the committee on the progress of the digitization of the video content housed by the Classroom Support Services division of ACNS. To date approximately 250 titles have been digitized and only about 20 titles have been displayed through the legacy closed circuit TV system. Access to the digitized media is being logged. Scott will bring usage statistics to the next committee meeting.

Faculty can review titles in the holdings and request digitization at mediarequest.colostate.edu.

Playback of any digitized title is available at videoplay.colostate.edu.

Agenda item #5 R. Scott will invite Marla Roll, Director of the Assistive Technology Resources Center, to speak to the committee regarding assistive technology considerations in classrooms.

Additional item #1 P. Burns offered to invite Hunt Lambert, Division of Continuing Education to the next meeting to discuss their potential level of involvement with the committee based on the increases in distance education and specialized room design requirements. (*this will be rescheduled for the December meeting*)

Additional item #2 J. Brouillette initiated discussion regarding department first preference (DFP) classrooms. Nearly half of the GA classrooms have been declared DFP and there has been no formal review of the use of these rooms to determine if the designation is still required. P. Burns will draft a memo intended for department heads asking them to verify the need for continuing DFP room designations. Discussion will continue at the November CRB meeting.

Brouillette provided verbiage from the Department First Preference policy document, December 15, 1997, regarding the review of the use of DFP classrooms

9. DFP is a temporary designation and if conditions under which DFP was originally granted no longer apply, the designation will be rescinded. The Classroom Review Board will conduct periodic reviews of DFP designations to insure the continued appropriateness of the designation.

Classroom Review Board

**Friday, November 5, 2010, 7:00-8:00 a.m.,
203 Morgan Library**

AGENDA

1. Approve the minutes of October 1, 2010.
2. R. Scott – Statistics on video holdings digitization and usage.
3. R. Scott – Assistive Technology representative visit.
4. P. Burns – Department First Preference classroom designations.
5. B. Chase – New 400 seat classroom.

Fall Schedule

Friday, December 3, 2010, 7:00-8:00 a.m., 203 Morgan Library