

October 4, 2007

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of October 3, 2007

Members present: Jack Brouillette, Pat Burns, Dave Carpenter, Mike Hanna, Sally Hibbitt, Sage Morris-Greene, Loree Morse, Jan Nerger, Mike Palmquist, Bolivar Senior, Andre' Smith, and Jim White.

Members absent: Craig Birdsong, Tamla Blunt, and Brian Chase.

Agenda item 1. The minutes of September 5, 2007 were approved with two changes, a correction to the spelling of S. Morris-Greene's name, and a correction to Agenda item #3. It should have read ... "109 Pathology to office space", not DFP.

Agenda item #2. S. Hibbitt updated the committee on the Mediasite and Podcasting project. The CRB purchased one Mediasite unit and the UTFAB purchased two more units for this project. Two of the units have been temporarily installed in classrooms and one remains as a portable unit. The installed units are in Clark A206 and NES B101. These units are piggybacking onto existing recording equipment installed in the rooms. The CRB purchased a camcorder, tripod, and all necessary equipment to use with the portable unit.

A Mechanical Engineering faculty member and Kirsten Broadfoot, Speech Communication, are both using the unit installed in Clark A206 as a part of their instruction. The recorded classes are used as "on-demand" playbacks, not as live, streamed events. Broadfoot is using it in an experimental manner where her students are broken into two "communities." One community attends class at Clark while the virtual community views the classes on playback. Part way through the semester they will switch.

There are two instructors using the unit in NES B101: Don Radford from Mechanical Engineering and a faculty member from Civil and Environmental Engineering. These courses are both Distance Education in nature.

M. Palmquist recommended that Hibbitt contact David Vest in the Speech Communication department regarding their need to record student speeches in SPCC200. At present they record the speeches and output them as a physical product (e.g., videotape) for the students. With 65 sections a semester this is a costly process. They have 5 classrooms in use at a time. Hibbitt is exploring the privacy issues of digitally recording the student speeches and loading the files on a potentially publicly accessible site on the Internet for playback. There is discussion about whether the students should be allowed to opt out of the recording process. Concerns have been raised about a student's ability to speak freely on certain topics if the files are not protected and could potentially end up on websites like "You Tube."

The current “catalog” system allows access to the files by having the instructor embed a link into his/her RamCT course. S. Morris-Greene asked if there was a way to hide the files from a Google type search. P. Burns said there was, but it takes some work. There was also discussion of blocking access to the files unless connected to the CSU backbone.

Hibbitt also informed the group that podcasting through iTunes U was working well. This program is protected by a password authentication process at the initial access point when accessing course content. However, once inside the program, a student could access any class, not just the class(es) they are registered for. As this method of delivery expands, with additional staff resources this could be modified.

Burns asked for an opportunity to view some of the completed materials. Hibbitt will check on the availability of a venue that will enable this opportunity and move the next CRB meeting to that location.

Agenda item 3. S. Hibbitt introduced a request that was put forth regarding 109 Pathology. Terry Nett, CVMBS, has requested that 109 Pathology be turned over for their use as office space. With an expansion in the Dept. of Microbiology, Immunology and Pathology program, they have increased their staffing and have a real need for office space. 109 Pathology is directly across from the main office and would be ideal. 109 Pathology was taken off-line as a general assignment classroom in September 2004 for a period of 2 years. The room was scheduled to be returned to classroom status in December 2006. It was given to the staff of Lab Animal Resources to be used as office space while an addition was being built onto the Painter Center. That addition is nearing completion and Jim White contacted CVMBS informing them that the room was due to revert back to a general assignment classroom. The room, which has a seating capacity of 60, would need both aesthetic remodels as well as equipment upgrade to make it SMART.

White noted that he had suggested to Nett that there was another option to be considered. There is currently a three-room space called the Histology Lab in the Pathology Building that is vacant. The rooms are in need of repair but could be made usable for office space. Their lack of proximity to the main office is a disadvantage for the department.

White also told the group about an offer from Vice Provost Alan Lamborn regarding the Music Building space that will be used by the Learning Center. There are three classrooms in the Music Building that could be scheduled as GA classrooms to be used in the morning and early afternoon. The rooms would be used by the Learning Center only after 3 p.m. This could be an alternative to taking 109 Pathology back.

White instructed Nett to complete a formal request for the re-designation of the classroom to office space. White is an administrator on the Space Review Process that has recently been established by Provost Tony Frank. The Space Review Process has a formal request form that is reviewed by a team and ultimately decided on by the Provost. The Provost has indicated that the CRB is to hear all requests concerning GA classrooms and weigh in on them. The Space Review Process is designed to address vacated spaces, new spaces, and requests to trade spaces. The Space Approval Flow is attachment #1. The Space Request Form is attachment #2.

Hibbitt will draft a letter on the University's pressures on GA classrooms now and future needs in respect to the University's stretch goals to the Provost for consideration when he receives requests from the Space Review Process. The letter should also address the scheduling pressures trying to meet all of the needs of classes and the resulting need to limit course offerings due to lack of teaching space. White offered to assist in the draft and proposed that L. Morse would be a valuable asset in the drafting process.

The committee tabled Nett's request with no resolution at this time.

Agenda item #4. J. White/L. Morse told the group about a seating issue that occurred in Clark C364. Morse received a call from an instructor that Clark C364 did not have the seating capacity it was supposed to have. The room was to seat 40, but only had seating for 32. Morse went to the room and found that four tables that seat 2 students each had been removed from the room. The custodial staff in the Clark Building was able to locate the missing tables that had been moved to various locations. The seating capacity has been restored.

This incident prompted the email from Jeff Sutton, Custodial Supervisor, to Sandy Sheahan, Facilities Management, in attachment #3. Sandy forwarded this to all Building Proctors.

Other #1. J. White updated the group on project "Icky." B. Chase, Provost Frank, and Bob Rizzuto, VP for Finance and Administration, visited Colleges on campus over the summer break. They saw a lot of good stuff and a lot of "icky" stuff (e.g., run down classrooms and faculty offices). Chase put together a list of needed repairs that was presented to, and approved by the Board of Governors in August. The Board approved \$500,000 in funding to address the issues on Chase's list. These issues are in GA classrooms as well as departmental rooms. White provided an initial list of classrooms identified for this project. It is attachment #4.

The next CRB meeting will be Wednesday, November 7, 2007, 1:30-2:30 p.m., in 202 Weber Building.

Classroom Review Board

Wednesday, November 7, 2007, 1:30-2:30
202 Weber Building

AGENDA

1. Approve the minutes of October 3, 2007.
2. S. Hibbitt – Demo of Mediasite files and iTunes U.
3. S. Hibbitt – Draft on CRB memo to Provost regarding Space Review Process.
4. S. Hibbitt – Update on DFP rooms committee.
5. D. Carpenter – Questions about project “Icky.”

Future Meetings

Wednesday, December 5, 2007, 1:30–2:30 p.m., 211E Lory Student Center

Attachment #1

Space Approval Flow

Statement to Recipients: Vice Provosts, Vice Presidents, College Deans, and Agency Directors.

Building space is a valuable university resource. During these times of growth, change, escalating construction costs and land values, The University must increase efforts to maximize the utility of both space types. In order for the University to better manage these resources, we are instituting a space review procedure. Vice Provosts, Vice Presidents, College Deans and Agency Directors will submit the attached Space Request Form (SRF) to be considered in the University's space allocation planning process.

Space Request Forms can be submitted to the Provost at any time during the year and will be considered on a scheduled basis.

For more information about the space allocation process, contact Jim White, Facilities Management, (970) 491-0101, or Kathy Duquoin, the Office of the Provost and Sr. Vice President, (970) 491-4838.

Process Sequence:

1. A review team (Facilities Management and Provost Office) considers the request.
2. The review team may request additional information of the requestors.
3. Review team recommendations or concerns are forwarded to the Provost.
4. Submittals are presented to the VPOF for discussion.
5. Requestors will receive a written response, acceptance or rejection.

University Space Policy:

The University assigns space to support institutional priorities. Should space be vacated to occupy space granted through this process, the vacated space will be subject to consideration for reassignment to other priorities.

Colorado State University Space Request Form (SRF)

Date Submitted: _____ Project name: _____

Submitted by: _____ Title: _____

Point of contact: _____ Telephone: _____

Purpose of request:

___ Relocation of existing functions ___ Additional space for existing functions

___ Additional space for new functions

Brief narrative (indicate linkage to the University's strategic plan): _____

Space type (indicate numbers of people in appropriate categories):

- Office: ___ Faculty ___ Director ___ Support Staff ___ Post Doc ___ GTA
___ Technician ___ Student ___ Other (list) _____
- Specialized space (computer training room, etc.) _____
- Lab: ___ Wet ___ Dry # of positions _____
- Special equipment considerations (excessive size, weight, other) _____

Location:

- Specific building or preferred area of campus? _____
- Desirable adjacencies with other University functions? (explain) _____

Timing

- When is the space required? _____ (mm/yy)
- How long will the space be required? _____ (months or years)
- Do you anticipate additional growth? ___(y/n)
Quantify _____ when (mm/yy) _____

Funding

- Is funding secured for move / alterations? ___ (y/n) Funding source _____
- If a research project, is funding secured? ___ (y/n), Project # _____

Space vacated by this request

- If space will be vacated as part of this request, what space (building/room numbers) will become available for reassignment? _____

(Attach additional pages if needed)

Attachment #3

From: owner-proctors@yuma.acns.colostate.edu on behalf of SheahanSandra
[Sandra.Sheahan@colostate.edu]
Sent: Thursday, September 20, 2007 7:26 AM
To: proctors@colostate.edu
Cc: Sutton,Jeffrey; Morse,Loree
Subject: FW: Classroom Furniture
Building Proctors,
Please see the message below and forward on to building occupants
Thank you for your support in this matter.

From: Sutton,Jeffrey
Sent: Wednesday, September 19,2007 5:51 PM
To : Sheahan,Sandra
Subjed: Classroom Furniture
Sandy,

I'm writing this in an attempt to alleviate a long standing problem with classroom tables and chairs that seems to be getting worse over time. My hope is that, through building proctors, we could make a broad based appeal to all the appropriate people in academic buildings to refrain from removing tables and chairs from general assignment classrooms and relocating them elsewhere. The practice not only creates continual problems with a lack of seating for students but also imposes a tremendous amount of work on our custodial staff to track the missing seating down and return it to its proper place which in turn diverts them from their core mission of providing a clean environment for building occupants. The current practice also makes it difficult to isolate the problem and determine where it actually exists, since, by its very nature, it is constantly moving from place to place. The preferred practice would be to notify classroom scheduling at 491-7212 or Building Services at 491-0139 so that we can effect a more appropriate solution.

Jeff Sutton
Building Services Manager
Facilities Management
Phone: 970-491-01 19

Attachment #4

October 1, 2007

ICKY Classroom upgrade candidates

Rm.	Repairs	Est \$	Cap.
Eddy 100	Replace ceiling tiles / acoustical panel replacement or repair / painting / new carpet	\$12,000	100
Path 101	Rem. monitors / repair ceiling / water damage (carpeting / painting)?	\$25,000	145
Glover 201	Replace fixed seating / mod. ceiling / ltg. / carpet / painting / acoustical pnls.	\$45,000	65
Mil. Sci 105	Specifics not defined	\$12,000	49
Animal Sci 110, 112, 200, 205.	Finish upgrades (interior rooms-tired)	\$30,000	134
*Music Bldg.	Replace fixed seating / carpeting, painting asbestos removal, ADA compliance	\$90,000	140
Education 105B	Remove equipment, painting, carpeting	\$12,000	25
Engineering Lab 34	painting, carpet? Other minor alterations	\$15,000	?
Misc. carpet / Painting	As needed	<u>\$40,000</u> \$281,000	----

*The CRB will acquire this classroom and three on the first floor of the Music Building with the move of Music to the UCA. The Music Building will become "The Learning Center", an initiative by the VP for Undergraduate Affairs and the VP for Student Affairs