

**Classroom Review Board
Minutes
October 8, 2012**

Attendees: Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Stephanie Clemons, Debi Colbert, Steve Hultin, Julia Murphy, Al Powell, Doug Satterfield, Jon Sorkin, Rusty Scott
Not Present: CW Miller, Andrew Olson

1. Introductions
2. Approval of minutes – approved unanimously
3. Information items
 - a. Sympodiums for Clark – A. Powell
 - i. OnlinePlus has offered to procure Sympodiums for 6 classrooms in Clark A-wing (rooms 101, 102, 103, 104, 201, 202). This technology has been endorsed by the CRB in the past, enabling smartboard functionality on a computer monitor that can be displayed through a projection system. Training would be provided by OnlinePlus staff. The presence of Sympodiums in the classrooms does not require that faculty use them but would be available on an ‘opt in’ basis. Initiative approved with one abstaining vote.
 - b. Scheduling software discovery effort – J. Murphy
 - i. Based on classroom utilization studies on campus, the Registrar’s Office staff has been asked by the Provost to conduct an initial discovery effort related to classroom scheduling software that would facilitate more efficient use of both GA and departmental classrooms. The three main products in this space are EMS, Schedule25 and Adastra.
 - c. Faculty responses to GA classroom request for input – R. Scott
 - i. Approximately 50 responses from faculty were received regarding GA classroom improvements. Requests included heating/cooling issues, room configurations, lighting and additional clocks. A small task force that includes Facilities, Registrar’s Office, CSS and ACNS are working through the list of requests.
 - d. Echo360 update – A. Powell, R. Scott
 - i. The Echo360 service has been transitioned from the College of AHS to ACNS and additional appliances (venues) have been added with the help of funding from UTFAB. See attached for usage summary.
4. GA Classroom scheduling & usage guidelines – J. Murphy
 - a. An updated scheduling and usage guidelines document was presented and accepted by the committee. See attached.
5. Requests for Problem-based/Active learning in GA rooms
 - a. Due to a shortage of time, a smaller group will meet offline to discuss these requests and make a recommendation to the committee. Included are Kristi Buffington, Dave Carpenter, Julia Murphy, Pat Burns and Rusty Scott.
6. Education rooms 1, 2 & 8
 - a. Request for smartboards (attached) – On behalf of the CAHS, Dave Carpenter requested that smartboards be installed as part of the upgrades of Education rooms 1, 2 & 8. These rooms are used to train K-12 teachers and smartboards are used extensively in schools today. The committee approved the request with the provision that the IT staff

in the CAHS would provide support for both the computers and smartboards in these rooms.

7. Items not discussed:
 - a. Additional 3D projector request
 - b. Rockwell West
 - i. Department First Preference designation continuation
 - c. General Assignment condition report – S. Hultin
8. Next meeting – November 12, 2012 at 8am in LSC 213-215

Echo306 Use Stats – October 5, 2012

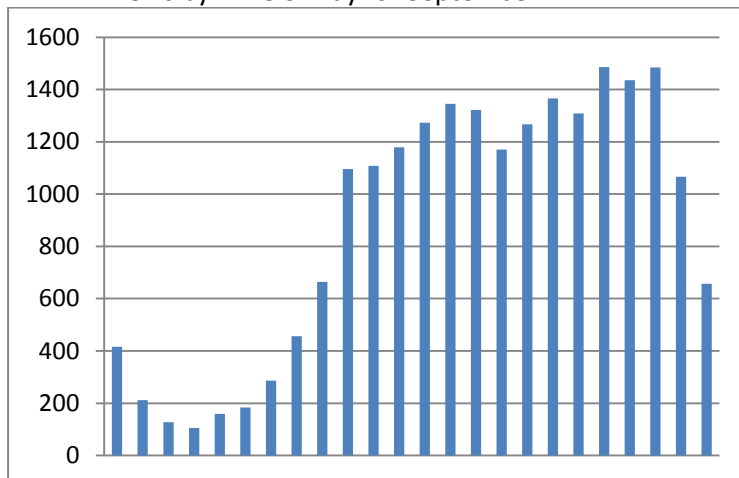
- Approximately 130 recordings/week currently
- 3000-5000 views/week
- Top 10 viewed courses:

Personal Captures	6,874
Speech Communication	3,852
GSLI 3095 - Math Skills for Statistical Analysis (MSSA)	2,637
GSLI 3096 - Computing Skills for Statistical Analysis (CSSA)	2,444
STAA 561	2,058
CS 430	1,625
CIVE 522	1,618
General Microbiology	1,577
CIVE 520	1,408
Understanding and Managing Animal Resources	1,403

- Top 10 viewed presentations:

BIOMMECH532-Dr. Walajabad Sampath - Tue Aug 21 12:29 PM	513
Tuesday 8/21/12 Transport/Potentials - Tue Aug 21 8:00 AM	501
Karen_Bed Transfer - Mon Jan 23 3:30 PM	419
Action potentials I - Tue Aug 28 9:08 AM	339
GSLI 3096 - Computing Skills for Statistical Analysis (CSSA) Dr. Meyer and Dr. Green	336
Karen_Hanging Clothes - Mon Jan 23 3:35 PM	311
Voltage clamp I - Wed Aug 29 11:06 AM	295
Membrane potentials II - Tue Aug 28 9:45 AM	230
STAA561-Dr. Mary Meyer (F) - Fri Sep 21 8:59 AM	227
GSLI 3096 - Computing Skills for Statistical Analysis (CSSA) Dr. Meyer and Dr. Green	223

- Views by Time of Day for September



Category: Scheduling Guidelines for General Assignment Classrooms

Policy Statement: The Registrar's Office is responsible for assigning and scheduling general assignment classrooms. The Registrar's Office has established formal scheduling protocols to ensure effective campus coordination and to provide academic departments, administrative offices and registered student organizations a means by which to reserve general assignment classrooms. Academic uses of University facilities shall have priority over other uses.

Classroom scheduling staff will authorize requests of general assignment classrooms based on factors including but not limited to: availability of facility, facility use priority, appropriateness and general feasibility of facility for use specified, and potential conflict with other activities. Specific guidelines for scheduling general assignment classrooms are available on the Registrar's Website.

Policy Reference (Source): Campus Facility Use Policy/Procedure Manual B.2

Additional Comments: Activities held in general assignment classrooms shall not adversely impact the physical aspects of the classroom(s) or the research, study or other academic pursuits in areas adjacent to classrooms. Activities inconsistent with and therefore not approved for general assignment classrooms include amplified music, dances, dinners, parties, alcohol consumption, theater, stage events, performances, child care, and events that require re-furnishing of rooms or removal of equipment.

Any organization or entity that shows disregard for facilities and equipment may be charged fees, be denied further use of Classroom space, and/or be referred to the appropriate authority for disciplinary action. Colorado State University will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

If a group plans to co-sponsor an event in a reserved Classroom space, they should indicate this to the Classroom Scheduling Office and provide names of all co-sponsoring groups. The sponsoring group should be aware that the organization making the reservation is responsible for maintaining the proper condition of the facility.

Events scheduled in classrooms are primarily for members of Colorado State University. "Fronting" for another organization is prohibited. Fronting occurs when an on-campus organization is used to represent primarily the interests of an off-campus group. University Departments and Registered Student Organizations co-sponsoring an off-campus group in which admission or registration fees, contributions, donations, sales, or other financial transactions occur in conjunction with the event will not be allowed to reserve space.

The activities listed above, as well as large-scale events or any event where the public external to CSU is invited, serves food, includes high risk activities, and/or charges for participation or requests monetary donations will be scheduled through the Facilities Management Scheduling Office or the Lory Student Center to ensure University and State requirements are met. The Registrar's Office reserves the right to move a group to another general assignment classroom. The Registrar's Office reserves the right to deny services to any individual or organization which has a prior history of noncompliance with this policy.

General Assignment Classrooms will be released for scheduling by the campus community once academic scheduling is complete for the term. Reservation timelines will be posted on the Registrar's Website. For non-academic events held Monday- Friday, academic departments, administrative offices, and registered student organizations can reserve large classrooms and auditoriums (> 100 seats) up to 8 times per semester, and up to 2 small or medium sized (< 100 seats) general assignment classrooms up to 2 times per week.

Approved by: Classroom Review Board
Date: September 2012

Rusty,

On behalf of the School of Education, my college would like to request that the Classroom Review Board support the installation of Smart Boards in rooms 1, 2, and 8 Education when they are outfitted with UTFAB-funded technology this academic year.

Installing Smart Boards in these classrooms makes sense for a number of reasons:

1. The rooms are departmental first preference for the School of Education, which consists of a number of graduate programs as well as faculty that serve the School of Teacher Education and Principal Preparation (STEPP) at CSU, all of which would benefit from having Smart Board technology in the classroom. In the case of STEPP, many faculty have requested Smart Boards in the classrooms they utilize, as the Poudre School District has adopted this technology in most of their K-12 classrooms.
2. The rooms are of a size and shape where Smart Boards would be extremely beneficial. Projection screens would make white boards at the front of the rooms unusable.
3. White board space would not be limited much by the addition of Smart Boards in the rooms, as the most of the existing white boards could be relocated to other parts of the rooms.
4. Symposium (or Symposium-like) technology is not well suited for the rooms (as they will have small lecterns with limited space for monitors) or for the type of teaching that goes on in the School of Education and STEPP.
5. My understanding is that Smart Boards would be in-budget.

We understand that this would require a lectern PC in the rooms, and that the cost and maintenance of which would be borne by the School of Education and the College of Applied Human Sciences (not the CRB or UTFAB).

Let me know if you need any other info prior to the next CRB meeting.

Thanks,
Dave