

October 6, 2008

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of October 6, 2008

Members present: Tamla Blunt, Jack Brouillette, Kristi Buffington, Dave Carpenter, Mike Hanna, Sally Hibbitt, Andrew Norton, Mike Palmquist, Doug Satterfield, and Pete Winderscheidt.

Members absent: Pat Burns, Brian Chase, and Jan Nerger.

Guests Present: Becky Bell and Mostafa Khattab from Construction Management and Allen Sneesby from Classroom Support Services.

Agenda item #1. The minutes of September 15, 2008 were approved.

Agenda item #2. S. Hibbitt reopened the discussion among the group about a request from Mostafa Khattab of Construction Management, dated Aug. 21, 2008, to convert 107 Guggenheim from general assignment to a departmental classroom. Mostafa Khattab and Becky Bell from Construction Management attended the meeting to provide the committee more details about their request. Construction Management is seeking accreditation for their program. As an academic department, it has grown from 400 to 1100 students. They currently have a very high student to faculty ratio which was a weakness in their initial preliminary accreditation review. The final review is scheduled for fall 2009. The department has created an Executive Summary instituting an enrollment cap of 800 students. They are asking for the conversion of 107 Guggenheim to assist in their review process. The square footage of the room would be added to their existing departmental rooms in their review. The assumption of necessary square footage already includes the three new classrooms and lab they are building in the Industrial Sciences Building. If they are not successful in their request, it was stated that their enrollment cap could require reduction to 750, or even 700, students.

Khattab stressed the need for flexibility when scheduling their classes as a compounding factor in this request. The Construction Management courses do not typically follow the 50-minute traditional class time pattern. The courses could for example, require one lecture section and nine 2-hour lab sections (students attend the lecture and one of the 9 labs). They even have some classes that require 4-hour blocks once a week. They would also like to add video conferencing capabilities to one of their classrooms and feel that Hensel Phelps, a private construction firm will help to outfit the room with the necessary equipment as they currently "sponsor" that classroom. M. Palmquist suggested to Khattab that it would be a benefit for Construction Management to leave the room as a general assignment classroom as these rooms are on a 5-year equipment refresh cycle which allows for updated equipment at regular intervals. Khattab expressed that Hensel Phelps would also keep the room updated as it has their name on it and they would want it to be the best it could be at all times.

A discussion followed the presentation of information from Khattab and Bell. There were concerns expressed about the precedence that could be set by agreeing to this conversion.

There was also desire expressed to hold to the April 2008 memo about the plan to trade space rather than just give it up in order to keep the number of GA classrooms “whole.” There is still uncertainty about how much the change in designation would actually impact the accreditation process; the room is already a Construction Management DFP room and they schedule it for the majority of time. Hibbitt asked if there is something in writing from the accreditation team requiring the space to be a departmental room; until the actual team is selected for fall 2009, there is not. The committee decided to table the decision at this time. Hibbitt asked D. Carpenter to speak to Applied Human Sciences Dean April Mason about the availability of an equivalent space to trade somewhere within the rooms held by the entire College of Applied Human Sciences. The committee will take the discussion up again when it meets on October 27.

Agenda item #3. D. Satterfield and A. Sneesby brought a Samsung UF-130DX document camera to present to the committee for consideration for classrooms. Currently the Wolfvision VZ8-Light is the document camera installed in classrooms. The Samsung is very similar in specifications to the Wolfvision. The Wolfvision image refreshes at 15 frames/second while the Samsung has a faster screen refresh rate of 30 frames/second, producing a less “choppy” image. The Samsung is high resolution with a very crisp image.

The Samsung has a small PC inside that runs on Windows CE operating system. It has a PowerPoint viewer, Excel viewer, Word viewer, etc. It can connect to the internet. It has three USB ports and separate ports for both a mouse and keyboard. It is similar in a lot of respects to a PDA. It could reduce the need for a laptop when teaching or presenting, as a USB thumb drive could be plugged in and the projection would feed directly from the source. The only drawback is that with the Windows CE OS, it is possible that the presentations displayed may not have the more intricate effects, such as transitions with motion that can be displayed on a laptop or PC. Another concern was raised: if the Samsung computer stops working, does it prevent the document camera from being used simply as a document camera? As this demo model was just acquired at the end of last week, with additional experimentation and possible follow up with Samsung, Satterfield will attempt to determine actual limitations.

The Samsung is approximately \$2,000 where the Wolfvision is currently on bid for \$2,696. The committee approved purchasing 2 of the Samsung units for testing in classrooms.

Agenda item #4. S. Hibbitt invited any interested CRB members to join the Department First Preference committee. The committee currently exists of Hibbitt, J. Brouillette, K. Buffington, and L. Morse. D. Carpenter indicated interest in joining the committee.

Other items: S. Hibbitt would like to invite the group to visit the reworked website for the Classroom Review Board. The web address is [www.thecrb.colostate.edu](http://www.thecrb.colostate.edu). A list of committee members, minutes for last fiscal year and from the first meeting of this fiscal year (arranged by calendar year), the charter, and classroom maps are posted there. Your feedback on the site is welcome.

**The next scheduled meeting is Monday, October 27, 10:00-11:00 a.m., 227 Lory Student Center.**

## **Classroom Review Board**

Monday, October 27, 2008, 10:00 - 11:00 a.m.  
227 Lory Student Center

### AGENDA

1. Approve the minutes of October 6, 2008
2. S. Hibbitt – continuing discussion on 107 Guggenheim.

### **Fall 2008 Meeting Schedules**

Monday, November 17, 2008, 10:00-11:00 a.m., 227 Lory Student Center  
Monday, December 8, 2008, 10:00-11:00 a.m., 227 Lory Student Center