

November 2, 2009

To: Classroom Review Board
From: Rusty Scott
Re: Minutes of November 2, 2009

Members present: Shaun Beaty, Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Brian Chase, Sally Hibbitt, CW Miller, Loree Morse, Andrew Norton, Doug Satterfield, Rusty Scott, and Pete Winterscheidt.

Members absent: Jan Nerger

Agenda item #1. The minutes of September 21, 2009 were approved.

Agenda item #2. S. Hibbitt officially stepped down as the chair. The committee honored Hibbitt with a short set of comments. Hibbitt made a few remarks of her own. The committee shared a light refreshment as the meeting resumed normal business.

Agenda item #3. P. Burns reported back on the matter of the committee size and composition that was discussed at the September 21 meeting. Burns spoke to Rick Miranda, Provost and Executive VP, about the subject. As the Provost, Miranda is responsible for the committee. Miranda favors a smaller and more agile committee, and very much appreciates the work the committee does. In support of a more agile group, he further recommends that we not replace Mike Hanna, formerly a representative from the RamCT coordinators group, who retired from CSU on September 1, 2009. The committee will follow this recommendation.

Agenda item #4. R. Scott reported that he received approximately 45 responses to P. Burns' solicitation for input on general assignment classroom repairs. The responses were reviewed by Scott, L. Morse, K. Buffington, D. Satterfield, and Allen Sneesby. They met weekly over the month of October to coordinate efforts on their respective items. At this time, only three or four open issues remain.

Satterfield noted that there are requests for document cameras in Eddy 10 and Eddy 105. These are both smaller rooms with podiums that will not accommodate the larger Wolfvision document cameras currently used in most SMART rooms. A smaller document camera has been approved by the committee for installation in Physiology 243. Satterfield asked the committee for approval to purchase two of these units to fill the requests in Eddy. The committee approved the purchase unanimously. Burns suggested that Satterfield purchase two additional units (four total) so that he would have two spares for future needs. The committee approved this unanimously also.

Agenda item #5. B. Chase spoke to the committee about a request he and K. Buffington were preparing to take to his VP for \$100,000 for campus maintenance needs that will include the purchase of a supply of new classroom chairs. A large percentage of the chairs currently in classrooms were purchased in the late 70's and early 80's. They are getting old and prone to breakage. The rate of broken chairs is about 6 a week. Chase has instructed his custodial supervisors to check for broken chairs when they make their rounds. He asked the committee if there were any other items that need to be added to his

request. Many small items were discussed. Chase asked the members to email him with their thoughts on this before he meets with his VP on Tuesday afternoon, November 10.

Agenda item #6. K. Buffington was approached by Soil and Crop Sciences to convert Plant Sciences W215 from a GA classroom into a research laboratory. Their initial request reached the Space Review Team in March 2008. From the minutes of the April 2, 2008, meeting “The CRB voted in favor of returning the requests for 305 Gifford, 109 Pathology, and **W215 Plant Sciences** to the Space Review Team with a statement about the need for departments to address how they will make the GA classroom situation whole when asking for reassignment of such rooms...” Please see Attachment #1 for the final statement, dated April 14, 2008 that was forwarded to the Space Review Team.

This request has been brought forward again by Soil and Crop Sciences. The room seats up to 35. In this fall semester there are 14 sections scheduled in the room, not all Soil and Crop Sciences. For the upcoming spring semester there are already 10 sections scheduled there. Tom Gorell, VP for Administration, is leaning toward approving this request and would like the committee to weigh in on this again.

Scott will draft another statement reiterating the committee’s position on this matter.

Agenda item #7. L. Morse had Scott demonstrate a webpage listing general assignment classrooms information that she has been working on with S. Hibbitt, D. Satterfield, and Allen Sneesby, Classroom Support Services. From the Registrar’s home page (<http://registrar.colostate.edu>), click on the Faculty and Staff tab and go to Classroom Scheduling -> General Assignment Classroom Information. This will provide a listing of the technology available (podium, projector, DVD player, document camera, etc.), the physical information (number and types of seating, windows, window coverings, lighting, flooring, etc.), and photographs of each room. All general assignment classrooms will be posted on the webpage in alphabetical order by building. The webpage is currently about 60% complete. Satterfield noted that there are only about thirty rooms left to photograph. The listing will be maintained by Classroom Scheduling from information provided by Classroom Support Services. This is the URL of the webpage:
<http://registrar.colostate.edu/pdf/General-Assignment-Classroom-Information.pdf>

Agenda item #8. R. Scott will send an email to the committee with an updated draft policy for Computers in Classrooms. He has been working on this with Hibbitt. The policy will be open for discussion at the next meeting.

The next scheduled meeting is Monday, November 30, 2009, 11:45-12:45 p.m., 210 Lory Student Center.

Attachment #1

April 14, 2008

To: Space Review Team

From: Sally Hibbitt, Chair of CRB, and on behalf of CRB

R.E.: Reassignment requests for 109 Pathology, W215 Plant Sciences, 305 Gifford, D102 Engineering, and 107 Guggenheim

The Classroom Review Board (CRB) met on April 2, 2008, and had a lengthy, realistic, and philosophical discussion about several requests recently received through the space request process to reassign General Assignment classrooms permanently to departments for various uses, such as new laboratories or office space.

At this time, the Board does not recommend approving the reassignment of any additional GA classrooms without further dialogue between the Provost, Vice Presidents, Senior Administrators, and Deans regarding the complexity of this issue, an issue that will only increase as stretch goals are pursued and reached. The CRB feels we need to manage a variety of factors in addition to our classroom space, notably our enrollment and our classes. The CRB is in an untenable position to manage just the single component of classroom space without specific direction from the Provost concerning future enrollment trends, class size trends, etc.

While the Board understands the importance of the researcher's ability to actively compete for grants and the institution's commitment to supporting these endeavors by promising laboratory and office space, the University must come to realistic terms with the classroom space issues already being encountered. With the recent projection of an approximate 10% increase in admission applications for fall semester '08, the ability to schedule a larger number of students and class sections into GA classrooms will be further constricted. While new construction is under way that includes classroom space, these additional resources will not be available soon enough to satisfy immediate demands. Therefore, the Board must take the position of preserving enough GA classrooms to meet the demand.

Philosophically, it is the goal of the University to provide GA classroom space in the central core of campus. This is to ensure that students have the ability to move from class to class in the 10-minute window allotted. Research and office space do not have this same requirement. Thus, as new grants are submitted or new hires are made, it is imperative that space issues are investigated and realistic solutions identified without making the assumption that GA classrooms are the solution.

In addition, the Board recommends that we have a dialogue on the following approach to reassigning GA classroom space:

- Prior to requesting GA classroom space, the entire college must first carefully analyze utilization of departmentally assigned space to determine possible internal space reassignment to meet its own needs;
- If reassigning space within the college does not meet the needs, then the college must seek to identify any underutilized departmental room of at least comparable size, preferably located in the academic core, that could be traded for the requested GA classroom.

If the department or college still wishes to request reassignment of a GA classroom, then, to preserve the ability for the University to deliver classes, the department or college should agree to the following terms:

- If a GA classroom that includes SMART technology is reassigned, the requesting department or college will bear the financial burden of relocating the SMART technology into newly identified classroom space;
- If the majority of classes scheduled into the requested room are offered by the requesting department, the department should:
 - be agreeable to moving its classes to whatever classrooms are available across campus;
 - adjust schedules for these classes, moving them to times when other GA rooms are available, i.e. before 10:00 a.m., and after 3:00 p.m., in order to accommodate the ever increasing difficulty of finding open classroom space between these hours;
 - consider reducing class sizes to enable usage of smaller classrooms that are available.
- In addition, if the majority of classes scheduled in the requested classroom are offered by other colleges, the requesting department or college should:
 - be agreeable to moving a commensurate number and size of its class sections to different times and days to meet the needs of other departments' sections displaced by this action.

We would be happy to have a dialogue about these issues, and appropriate future directions, at your convenience.

If you have questions, please do not hesitate to call me at 1-2726.

Thank you.

Classroom Review Board

**Monday, November 30, 2009, 11:45-12:45 p.m.,
210 Lory Student Center.**

AGENDA

1. Approve the minutes of September 21, 2009.
2. K. Buffington - Reassignment of Plant Sciences W215.
3. R. Scott – Computers in Classrooms proposal.