

Date: December 10, 2012
To: Classroom Review Board
From: Rusty Scott
Re: Minutes of December 10, 2012

Members present: Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Debi Colbert, Steve Hultin, Julia Murphy, Andrew Olson, Al Powell, Rusty Scott, and John Sorkin

Members absent: Stephanie Clemons, C.W. Miller, and Doug Satterfield

1. Approval of Minutes

The minutes from November 12, 2012 were unanimously approved with a few editorial edits by P. Burns.

2. Information items

a. Classroom scheduling software

J. Murphy reported that the effort to explore formal classroom scheduling software continues. EMS, a product currently being used by the Lory Student Center, the Recreation Center, and Vet Med remains a top candidate. This type of solution will enable optimization of classroom use and also allow custom configurations such as departmental and instructor preferences. More efficient use of classrooms will be a key initiative in supporting a goal of 8,000 additional students. P. Burns presented the concept to the Council of Deans and was positively received with two provisions; 1) There is concern that the departments will lose flexibility to have ad hoc spur of the moment meetings, e.g. for thesis/dissertations exams, research meetings, etc. Their suggestion is that some of the small rooms be reserved so that only the departments can schedule in them; and 2) They request that a users group be formed and led by the Registrar's office, so as to ensure they get a chance to discuss the detailed nuances of scheduling requirements they may have, but we do not know about.

The group responsible for the discovery process will include Purchasing in the process. Funding will be requested as part of a SPARC item.

b. Art building construction, noise concern

S. Hultin is working with Milt Brown, project coordinator. High-impact jobs are being planned for off-peak hours. To complete the project by fall 2013, some construction will need to take place during peak hours. J. Murphy has identified alternate classrooms including Gifford 113 that can accommodate those being held in the Art building and is working directly with the affected faculty. Art F113 will be used as an emergency use room. Gifford 113 will become available when the existing occupants move to Washington School.

c. CSS microphone checkout

R. Scott reported that the collection of account numbers from faculty checking out wireless microphones for classroom use is proceeding. Classroom Support Services has identified 50-60 individuals that routinely check units out. Communication will be targeted to these individuals and signage will be posted around the Classroom Support Services office explaining the new checkout requirement.

3. Classroom capacity study, Fall 2012

P. Burns presented the classroom capacity study he recently completed and presented to the Council of Deans. The study compared data from Fall 2008, Fall 2010, and Fall 2012, in both FTE, classroom size, and seating capacities. See attached.

4. Symposium demo

A. Powell demonstrated the Symposium. OnlinePlus has agreed to equip 6 rooms in Clark with this technology. As OnlinePlus will be displaced from Route Hall over the holiday break, the teaching technology, including symposium will be relocated to Weber 202.

9. Next meeting – TBD, January or February 2013