

December 8, 2008

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of December 7, 2008

Members present: Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Brian Chase, Mike Hanna, Sally Hibbitt, Loree Morse, Andrew Norton, Mike Palmquist, and Pete Winderscheidt.

Members absent: Jan Nerger and Doug Satterfield

Agenda item #1. The minutes of November 17, 2008 were approved.

Agenda item #2. S. Hibbitt and P. Burns opened discussion about the Departmental Computers in General Assignment Classrooms policy distributed by Burns at the last CRB meeting. Burns noted that the changes he had made to the draft distributed by Hibbitt on October 27 attempted to demonstrate the benefits of College participation in installing computers in the GA classrooms in their buildings. The policy statements are designed to show that there would be shared support between Classroom Support Services and the Colleges.

Burns spoke of the expected increase in use of computers in classrooms by faculty. Having instructor computers installed in the classrooms could decrease the incidents of problems resulting from instructor laptop settings and the classroom controls currently used with installed technology. He proposed parallel experiments of College installed computers and University Technology Fee supported installs of computers in the Clark building. The Clark building is the most widely used facility that is not predominantly controlled by one individual College. The UTFAB has not met or voted on this subject at this time. The CRB had already agreed to fund a test computer in Clark A101 for Spring Semester 2009. J. Brouillette teaches in A101 and will be part of the pilot. He volunteered to work with L. Morse and create a survey to solicit feedback from other faculty for this pilot. Brouillette will summarize the results for the committee.

M. Hanna voiced a few concerns. He commented that over time, the installing College might forget the computer is their responsibility and the necessary updates would not be performed. Also, he worries that should the need be strong enough to prompt central funding for computers in all (or many) GA classrooms, the Colleges that participated by purchasing, installing, and maintaining computers now, could perceive this policy as unfair to them.

Classroom Support Services will be designated as the primary contact for support. Should they not be able to resolve the issue, they will direct the problem to the IT Help Desk of the College that provided the computer for the classroom. CSS already maintains a contact list for College IT Help Desks. Hibbitt will work with D. Satterfield and L. Morse to develop a Frequently Asked Questions list regarding the use of computers in the classroom. Satterfield will also be asked to create a triage instruction list as a form of solutions to the FAQ.

The committee decided to table further discussion on this topic at this time. Once additional feedback on the pilot projects is available, the discussions will resume.

Agenda item #3. S. Hibbitt notified the group of an email from Farrah Bustamante, purchasing agent from Procurement and Contracting Services. Bustamante has asked to be invited to attend future CRB meetings to provide guidance on purchasing needs. The committee discussed this and felt that the majority of our meetings dealt with classroom issues and policies. It would be more constructive to copy her on meeting minutes and alert her to future agenda items that could be of interest. Hibbitt will contact Bustamante and inform her of the committee's decision.

Other items:

- A. B. Chase noted that he would be meeting with Interim President Tony Frank later today to discuss classroom maintenance budgetary needs. Chase has Facilities staff scheduled to fix \$20,000 in various classroom issues over the semester break. He is going to request another \$80,000 to get through this fiscal year and \$300,000 for next fiscal year. The committee made a resolution to support Chase's requests.
- B. S. Hibbitt told the committee that D. Satterfield had met with the Panasonic representative to fine tune the front projector in 222 Johnson Hall. They were able to adjust it to improve the image.
- C. J. Brouillette posed the question, "What would happen with our classrooms if a class schedule were adopted to no longer hold Friday classes?" This schedule change has been suggested in the past by faculty. A. Norton, Chair of the Committee on Teaching and Learning, indicated a revised version of this proposal had been sent to the CTL. The proposal, which has been gaining momentum among faculty, includes an alternative class schedule. The proposal is for either 50-minute or 75-minute classes on Mondays and Wednesdays. At first impression, this schedule seems extremely difficult to accommodate with our current inventory of classrooms, as well as creating a nearly impossible scheduling exercise for students. M. Palmquist suggested this option be made available between 3:00 and 6:00 on Monday and Wednesday, thus making better usage of classrooms during non-peak hours. L. Morse is going to look at the feasibility of such a scheduling change. Norton indicated he did not have a chance to thoroughly read the newest version of this proposal. This item may be brought back to the CRB for future discussion after additional information is gathered.

**The next scheduled meeting is Wednesday, February 4, 2009, 11:45-12:45 p.m., 203 Morgan Library.**

## **Classroom Review Board**

**Wednesday, February 4, 2009, 11:45-12:45 p.m.  
203 Morgan Library**

### **AGENDA**

1. Approve the minutes of December 8, 2008.
2. L. Morse - Johnson acoustics improvements – funding.
3. L. Morse – Academic Instruction Bldg space assignments.
4. D. Satterfield – Installing a computer in A207 Clark Bldg.
5. J. Brouillette – Increased class sizes and classroom capacity.

### **Meeting Schedule Spring 2009**

Wednesday, February 25, 2009, 11:45-12:45 p.m., 203 Morgan Library

Wednesday, March 25, 2009, 11:45-12:45 p.m., 203 Morgan Library

Wednesday, April 15, 2009, 11:45-12:45 p.m., 203 Morgan Library

Wednesday, May 6, 2009, 11:45-12:45 p.m., 203 Morgan Library