

March 5, 2008

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of March 5, 2008

Members present: Tamla Blunt, Jack Brouillette, Pat Burns, Brian Chase, Mike Hanna, Sally Hibbitt, Loree Morse, Jan Nerger, Bolivar Senior, Andre' Smith, and Jim White.

Members absent: Craig Birdsong, Dave Carpenter, Sage Morris-Greene, and Mike Palmquist.

Agenda item #1. The minutes of February 7, 2008 were approved.

Agenda item #2. S. Hibbitt reported that the subcommittee had met to discuss expending the remaining CRB budget for FY08. The subcommittee members are Hibbitt, A. Smith, L. Morse, P. Burns, and J. White. Hibbitt presented the following list to the group.

|                    | <b>Request</b>   | <b>Estimated Cost</b> | <b>Running Total</b> |             |
|--------------------|--|-----------------------|----------------------|-------------|
| <b>FY08 Budget</b> |  |                       | \$32,000.00          |             |
|                    | Reconfigure W205 A-Z (without changing wall)             | \$1,075.00            | \$30,925.00          |             |
|                    | Wireless microphone systems changeover (split over 2 FY) | \$10,000.00           | \$20,925.00          |             |
|                    | HP laptop (HD display & DVI or HDMI)                     | \$2,500.00            | \$18,425.00          |             |
|                    | Mediasite warranty - recorder                            | \$4,450.00            | \$13,975.00          |             |
|                    | Mediasite warranty - server (\$4,495/4)                  | \$1,125.00            | \$12,850.00          |             |
|                    | Beta deck rebuild for central distribution playback      |                       |                      |             |
|                    |  | (low end)             | \$1,500.00           | \$11,350.00 |
|                    |  | (high end)            | \$3,000.00           | \$9,850.00  |
| <b>FY09 Budget</b> |  |                       |                      |             |
|                    | Reconfigure 243 Physiology                               | \$5,000.00            |                      |             |
|                    | Wireless microphone systems changeover (split over 2 FY) | \$10,000.00           |                      |             |

A. Smith brought two new requests to the CRB meeting and after discussion, the committee approved the list as follows:

|                    | <b>Request</b>                                      | <b>Estimated Cost</b> | <b>Running Total</b> |             |
|--------------------|---|-----------------------|----------------------|-------------|
| <b>FY08 Budget</b> |   |                       | \$32,000.00          |             |
|                    | Reconfigure W205 A-Z (without changing wall)        | \$1,075.00            | \$30,925.00          |             |
|                    | 3 Wolfvision document cameras                       | \$8,200.00            | \$22,725.00          |             |
|                    | HP laptop (HD display & DVI or HDMI)                | \$2,500.00            | \$20,225.00          |             |
|                    | Mediasite warranty - recorder                       | \$4,450.00            | \$15,775.00          |             |
|                    | Mediasite warranty - server (\$4,495/4)             | \$1,125.00            | \$14,650.00          |             |
|                    | 2 Refurbished DVD Burners                           | \$250.00              | \$14,400.00          |             |
|                    | Beta deck rebuild for central distribution playback |                       |                      |             |
|                    |   | (low end)             | \$1,500.00           | \$12,900.00 |
|                    |   | (high end)            | \$3,000.00           | \$11,400.00 |
| <b>FY09 Budget</b> |   |                       |                      |             |
|                    | Reconfigure 243 Physiology                          | \$5,000.00            |                      |             |
|                    | Wireless microphone systems changeover              | \$20,000.00           |                      |             |

It was decided that the wireless microphones are not a critical need at this time as we have until February 19, 2009 to make the conversion. The Wolfvision document cameras are needed immediately so they were added to the FY08 list and the wireless microphone project was moved entirely to FY09. The refurbished DVD burners were added to attempt to convert the 768 Beta master tapes in the Classroom Media library (some of which have more than one program recorded on them) to DVD. This could reduce the need to rebuild the Beta deck. However, the deck may need work before the entire library of Beta masters can be converted to DVD.

Agenda item #3. P. Burns presented his Classroom Utilization study report to the committee. The committee discussed the survey and process and his findings and then endorsed the report as an accurate representation of classroom use and approved it for presentation to the VPOF.

Agenda item #4. J. White and B. Chase displayed blueprints and conceptual drawings of the addition to Rockwell Hall, the remodels of the Music Bldg and the University Center for the Arts, and the construction of the new Academic Instruction Bldg.

Rockwell Hall will have two 75-seat classrooms, four 45-seat classrooms, and a 112-seat auditorium. These will be general assignment classrooms that will be 2/3 funded by student monies for the Minor in Business. These rooms could potentially free up central campus rooms when the Minor in Business classes are moved to Rockwell.

The Music Bldg will have two 35-seat classrooms and one 135-seat classroom when the building is remodeled. These rooms will be available during the day until 4:00 p.m. when they will be needed by the Institute for Learning and Teaching programs.

The University Center for the Arts remodel will be departmental classrooms. However, once they are complete and populated, they too could free up central campus classrooms for general assignment use.

The Academic Instruction Bldg will have three 75-seat classrooms, one 400-seat lecture hall, twelve student study rooms, a number of seminar rooms, and an internet café space.

**The next CRB meeting will be Wednesday, April 2, 2008, 12:00 noon - 1:00 p.m., in the East Atrium Conference Room, Lory Student Center.**

## **Classroom Review Board**

Wednesday, April 2, 2008, 12:00 noon - 1:00 p.m.  
East Atrium Conference Room, Lory Student Center

### AGENDA

1. Approve the minutes of March 5, 2008.
2. Space request: D102 and D104 Engineering (Physics) – J. Nerger
3. Space request: Pathology 109 – J. White
4. Celebrate Jim

### **Schedule of Spring 2008 upcoming meetings:**

Wednesday, May 7, 2008, 12:00 noon – 1:00 p.m., E. Atrium Conference Room, LSC