

March 25, 2009

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of March 25, 2009

Members present: Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Mike Hanna, Sally Hibbitt, CW Miller, Loree Morse, Mike Palmquist, Doug Satterfield, and Pete Winderscheidt.

Members absent: Tamla Blunt, Brian Chase, Jan Nerger, and Andrew Norton

Guests Present: Scott Baily, Academic Computing and Networking Services

Agenda item #1. The minutes of February 25, 2009 were approved with a correction to the name of the committee B. Chase reported to in Agenda item #2. It should read the University Facility Fee Advisory Board. Also corrected was the date of the minutes to be approved. It should read February 25, 2009.

Agenda item #2. S. Hibbitt introduced a shared document in Google Apps that is used by Classroom Scheduling, Facilities, Classroom Support Services, and her to keep track of problems in classrooms that are reported by Faculty and others. Any CRB member who wishes viewing access will need to create a Google account and send their contact information to Hibbitt so she can share the document with them. The document lists the date the problem was added to the list, the building and room #, a description of the problem or work that needs to be done, the name of the person that initiated the report, the date and reservation # the room is reserved for work (if necessary), the person/unit responsible for a resolution, comments from the person/unit responding, and the status of the problem or work. Discussion followed about options to more readily determine the status of the project. Suggestions included highlighting the completed items, sort the entire list to bring the completed items to the top, or move the status column to the second in progression from left to right. Hibbitt will look into these suggestions. P. Burns asked that L. Morse (Classroom Scheduling), K. Buffington (Facilities), D. Satterfield, (Classroom Support Services), and Hibbitt meet periodically and report to the committee on the project statuses. Resolving the problems could have financial implications for the Classroom Review Board or the unit that responded to resolve them.

Agenda item #3. D. Satterfield presented a list of classrooms that have been upgraded or refreshed during this fiscal year. He also provided a list of rooms he feels are a priority for remodel and refresh next fiscal year. The list for next year contains six large classrooms that need projector refresh ahead of schedule. Satterfield's observation has been that projectors in smaller capacity classrooms appear to hold up better than the units in higher capacity rooms. He is going to draw together data and make a recommendation about possibly modifying the refresh cycle to take into account the size of the classroom.

Satterfield spoke about the changes in Physiology 243 specifically. They added a second projector to the room to facilitate student viewing of projected instructional materials. They are also going to add a small monitor on the instructor's podium attached to a movable arm to allow the instructor to see the projections. Satterfield is also exploring

the addition of a camera that will be aimed at the whiteboard and project the image to the screens.

Agenda item #4. S. Hibbitt brought back to the table Guggenheim 107. The request, from Construction Management to reassign 107 Guggenheim as a Departmental classroom, had previously been included in a list of requests and was voted down by the Board in April 2008. The request was resubmitted in August 2008. Hibbitt brought the request back to the CRB for discussion at the September 15, 2008 meeting. Discussion continued at the October 6, 2008 meeting when the committee was joined by Mostafa Khattab and Becky Bell from Construction Management. Khattab and Bell attempted to better explain their request. The committee took the discussion up one more time on October 27, 2008.

From the October 27, 2008 minutes:

“the following suggestion was made: during First Draft the department could request every time slot available to gain the flexibility they need to make last minute assignments of courses that have not been finalized by the First Draft deadline. This would provide the department the flexibility they currently need, while continuing to keep the classroom in the GA inventory.”

L. Morse reported that Construction Management has made the effort to fill the available class times for Fall 2009 with classes for their discipline.

The committee unanimously voted to leave the room designated as Department First Preference and not remove it from the GA inventory. On behalf of the Board, Hibbitt will send the recommendation back to the Space Review Committee.

Agenda item #5. S. Hibbitt opened discussion about a proposed Classroom Scheduling Policy that addresses course sections requesting unique class times. The policy was drafted by a CRB subcommittee, which included L. Morse, J. Brouillette, D. Carpenter, K. Buffington, and Hibbitt. Currently there have been 700 unique class time requests placed with Classroom Scheduling staff for Fall 2009. It will not be possible to give everyone what they are requesting.

P. Burns suggested that he and Morse, with either, Sandy Calhoun, Registrar’s Office, or Robin Brown, Vice President for Enrollment and Access, meet with Alan Lamborn, Vice Provost for Undergraduate Affairs, to discuss the draft policy. This meeting will determine if this matter should be taken up by the CRB or by another group altogether.

Other item. M. Palmquist spoke of the 3-D projection system that is slated for the large lecture room in the TILT building. Due to the state of the economy, the donor will not be able to provide the entire funding for the 3-D system in one lump-sum. It could take up to 3 years to receive the funding. Palmquist asked if there would be alternate funds to put a temporary projector in the room. At this time there is no projection equipment installed. D. Satterfield will work with Palmquist to spec out the necessary equipment. He will then prioritize it into his list of equipment requests for the remainder of the CRB budget.

The next scheduled meeting is Wednesday, April 15, 2009, 11:45-12:45 p.m., 203 Morgan Library.

Classroom Review Board

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

AGENDA

1. Approve the minutes of March 25, 2009.
2. P. Burns – Learning space.
3. S. Hibbitt – Remaining CRB budget.

Meeting Schedule Spring 2009

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