

April 2, 2008

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of April 2, 2008

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

Members absent: Craig Birdsong, Sage Morris-Greene, Mike Palmquist, and Bolivar Senior.

Kristi Buffington was introduced to the group. She will be Jim White's replacement. This meeting was Jim's last meeting as he is retiring from CSU. Buffington will also be White's replace on the Space Review Team.

Agenda item #1. The minutes of March 5, 2008 were approved.

Agenda item #2. J. Nerger presented the request submitted by Physics for converting D102 and D104 Engineering building from GA classrooms into research lab facilities. D102 seats 36 and D104 seats 49.

At present D118 and D120 Engineering are being used by a Physics researcher. The same researcher is also using D108 and D110 for a research project under the EXO grant. The researcher was able to obtain a KECK grant and will use D118 and D120 for this research. However, there is a need for more equipment and space for the KECK grant. Physics is proposing to move the EXO grant equipment from D110 to D104 Engineering, thus freeing up D110 which will be added to D118 and D120 for the necessary adjoining space for the KECK grant project. The researcher needs both the KECK and the EXO grant equipment to be in the immediate vicinity, as portions of the equipment will be shared by both projects. The cost of converting D104 Engineering is estimated at \$30,000. The funds for this conversion have been secured.

There are a number of Physics recitations, a Mechanical Engineering class, and a Statistics class currently scheduled in D104 for Fall 2008. Room Scheduling would need to move the classes.

The request for D102 Engineering is based on the possible future need of an incoming Physics faculty member. The University is in negotiations with this selected faculty member. There is office space for her already and research space will be needed after she has taken up her teaching duties. Physics requested D102, as it is adjacent to the other research facilities in that wing.

Nerger explained that she had made the effort to see if there was a room they could give up in return for the requested space. At this time there is no location they could give to accommodate the displaced classes. Nor do they have a location where they could move all of the researcher's equipment. Moving the existing lab, which is made up of very large pieces of equipment, to a totally new space could also be cost prohibitive.

The committee discussed the consequences of giving up GA classroom space. The group talked about the need to move classes to less desirable times of the day and possibly reducing class sizes to better utilize smaller classrooms. B. Chase noted that we are building new buildings to attempt to accommodate the stretch goals. J. Brouillette commented that as Chase indicates that while we are building new classrooms, we are getting more requests to convert existing GA classrooms for alternate uses. We aren't really gaining much if these requests are approved. B. Chase also noted that if we are successful in moving classes to less desirable times to allow reassignment of GA classrooms, there is a consequence in that also. There would be more wear-and-tear on the existing furnishings and technology in the remaining GA rooms.

J. Brouillette also cautioned the group about the locations of the GA classrooms that are being requested for reassignment. He noted that the time for a student to get from one class to another is an important consideration. If we give up core campus locations for other uses, such as research labs or office space, we are pushing the teaching facilities further apart and increasing the time for students to pass from class to class. It makes better sense to locate offices and labs around the outer edges of campus. P. Burns agreed that we need to look at maintaining enough GA classrooms for enrollment growth and that these rooms need to be located near the core of the campus.

The committee suggested that a give-and-take model be recommended. If a request is put forward to reassign a GA classroom for alternate uses, the requesting department or college would need to say what they would be willing to give up in return.

P. Burns spoke about the Classroom Utilization study that he undertook. He discussed with Provost Tony Frank the findings that he will be presenting to the VPOF. Provost Frank indicated that we should hold off on any room re-designations/conversions at this time.

The committee voted in favor of recommending approval for D104 Engineering to the Space Review Team. The recommendation would carry with it the statement about the give-and-take message from the committee.

The request for D102 Engineering has been tabled. Nerger acknowledged and agreed that D102 is a future need and should be treated as a separate request at a later date.

Agenda item #3. The committee 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. They need to provide answers to questions such as: What are they willing to give up or do? Would they be willing to move their classes to less desirable times of the day? Teach larger or smaller sections to better utilize existing classrooms? S. Hibbitt and K. Buffington will work on a draft of this statement and send it to the board for approval. J. White needs the documentation before the next Space Review Team meeting on April 29.

Agenda item #4. J. White is retiring from the University at the end of April 2008. The committee took a moment to thank him for his years of dedicated service.

Classroom Review Board

Wednesday, May 7, 2008, 12:00 noon - 1:00 p.m.
East Atrium Conference Room, Lory Student Center

AGENDA

1. Approve the minutes of April 2, 2008.
2. S. Hibbitt – Introduction of Doug Satterfield, replacement for Andre’ Smith to the committee.
3. A. Smith – Remaining CRB budget expenditures for FY08.
4. S. Hibbitt – Proposed “Icky” classroom improvements.
5. S. Hibbitt – Former PDP process and classroom improvement requests.
6. P. Burns – VPOF reaction to GA classroom reassignment memo.