

April 15, 2009

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of April 15, 2009

Members present: Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Brian Chase, Mike Hanna, Sally Hibbitt, CW Miller, Loree Morse, Jan Nerger, Andrew Norton, Mike Palmquist, Doug Satterfield, and Pete Winterscheidt.

Members absent: No members absent.

Guests Present: Eugene "Skip" Ackler, Registrar's Office, Enrollment and Academic Records

Agenda item #1. The minutes of March 25, 2009 were approved.

Agenda item #2. P. Burns spoke to the group about a presentation he attended which described how the Indiana University-Purdue University Indianapolis' (IUPUI) Principles of Undergraduate Learning Program attempts to "make undergraduate learning outcomes clear to students." Principles such as "Core Communication and Quantitative Skills," "Critical Thinking," and "Integration and Application of Knowledge," along with other sayings, are painted in large letters on the walls of classrooms and stairwells. The repetition of seeing these principles daily is thought to make them memorable for the students. IUPUI indicates there has been a positive response on campus to the program.

Burns opened dialog with the group about the possibility of using this method at CSU. He noted that there are plans for turning the first floor of Morgan Library into a Learning Commons area. He addressed P. Winterscheidt and T. Blunt, both student members of the committee, first. He asked whether or not they felt this might be too hokey. Winterscheidt felt it was. Blunt felt it was to some degree but also suggested using the Learning Commons as a test ground for the program. She suggested painting the sayings on the walls of the proposed Commons and obtaining feedback about them from students.

M. Palmquist suggested that looking at the phrasing of the principles could be beneficial. The sayings as painted at IUPUI were not always completely clear on their meaning. Discussion followed about evaluating the "hokeyness" factor, looking at the phrasing, looking at placement (locations), and looking at the appearance. One suggestion was to involve art and marketing students to design the final look. There was even a mention of a slogan contest making the sayings mean more to the students.

Burns will speak to the UTFAB about this at their next meeting and could bring this back to the next CRB meeting on May 6.

Agenda item #3. S. Hibbitt presented a list of items proposed by K. Buffington, D. Satterfield, and Scott Baily, Interim Director of ACNS, for purchase with the remaining Classroom Review Board budget. The list was approved for all items down through the split funding of the upgrade to the large lecture hall in the TILT Building to SMART.

Quantity	Item	Price/item	Total	Balance
				64,307.00
1	Whiteboard for 243 Physiol.	700.00	700.00	63,607.00
1	Camera for 243 Physiol. Board	300.00	300.00	63,307.00
various	Projector lamps		1,800.00	61,507.00
various	Batteries		80.00	61,427.00
various	Cleaning supplies		100.00	61,327.00
1	Projector for 104 Yates	5,600.00	5,600.00	55,727.00
1	Projector lens for 104 Yates	2,000.00	2,000.00	53,727.00
1	Projector upgrade - Johnson Hall	5,000.00	5,000.00	48,727.00
1	Projector mount - Johnson Hall	600.00	600.00	48,127.00
1	Projector lamps (4-pk.) - Johnson Hall	2,000.00	2,000.00	46,127.00
1	Mediasite serversoftware renewal (\$4,310 split 3-ways)	1,437.00	1,437.00	44,690.00
1	Mediastie recorder maintenance renewal	4,278.00	4,278.00	40,412.00
3	Hitachi CPX-625 (checkout projector)	650.00	1,950.00	38,462.00
5	Hitachi CPX-W410 - WXGA projector - classroom replacements	1,300.00	6,500.00	31,962.00
5	Dalite Screen, Model B w/CSR, 57.5" x 92", Matte White, White Case # 36457	250.00	1,250.00	30,712.00
5	LG RC897T DVD/VCR with Tuner	250.00	1,250.00	29,462.00
5	DVD Player - single	75.00	375.00	29,087.00
10	SLX-1 body pack transmitters, Shure	240.00	2,400.00	26,687.00
15	WL-93 Microphone for SLX-1	90.00	1,350.00	25,337.00
30	Clips for WL-93, Shure	5.00	150.00	25,187.00
10	SM-11 wired lavalier microphone Shure	100.00	1,000.00	24,187.00
10	3M Overhead projectors	225.00	2,250.00	21,937.00
3	Hitachi CPX 445 Lamp	350.00	1,050.00	20,887.00
2	In room PC - Glover 130 - Aylesworth C111 - Eng. 100 w.slide out monitor	2,000.00	4,000.00	16,887.00
5	Samson Servo 200 Audio Amp.	200.00	1,000.00	15,887.00
0.5	Split/Music Lecture Hall Upgrade to smart	32,495.00	16,247.50	-360.50
	OR			
1	New boards 212 Eddy	20,000.00	20,000.00	-4,113.00

One of the items, "In room PC," for Glover 130, Aylesworth C111, and Engineering 100 opened a small aside from J. Brouillette. He has spoken with most of the faculty that teach in Clark A101, the pilot room for an in-room PC. They all like the PC being there. Their one request, however, is a permanent spot to place their lecture notes. K. Buffington and B. Chase indicated this is being looked at with the upgrades that are being designed for the Clark A-Wing lecture halls by the room designers.

Other items.

1. P. Burns addressed the notation in Agenda item #5 in the minutes from March 25. Burns, L. Morse, S. Ackler, and others from the Registrar's Office met with Alan

Lamborn, Vice Provost for Undergraduate Affairs, regarding the proposed Classroom Scheduling Policy introduced at the March 25th CRB meeting. Lamborn stated that all class *section* scheduling is the responsibility of the Provost's Office. Classroom topics fall under the oversight of CRB. Ackler told the committee that there is going to be a sub-committee formed from ACUA members to review the numerous policies, suggestions, procedures, etc. that have been drafted over the years that dictate how Morse and her staff schedule classrooms. The sub-committee will be looking at validity of these drafts. They will attempt to ensure that Classroom Scheduling is administering the drafts, not creating more.

2. L. Morse mentioned briefly that the sub-committee of CRB members that reviewed the Department First Preference Policy will need to come together again. Classroom Scheduling is changing their procedures to go from a two Drafts process to a one Draft process. The existing DFP policy will no longer work with this new process.

The next scheduled meeting is Wednesday, May 6, 2009, 11:45-12:45 p.m., 203 Morgan Library.

Classroom Review Board

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

AGENDA

1. Approve the minutes of April 15, 2009.
2. S. Hibbitt – Replacement of retiring CRB member.
3. S. Hibbitt – Speaking/discussion points to assist B. Chase with Facilities Budgetary needs regarding classroom maintenance.