

September 15, 2008

To: Classroom Review Board
From: Sally Hibbitt
Re: Minutes of September 15, 2008

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

Members absent: Pat Burns, Mike Hanna, and Jan Nerger.

S. Hibbitt opened the meeting with introductions around the table. Andrew Norton, the new chair of the Committee on Teaching and Learning (CTL), replaces Bolivar Senior as the representative from that group, and Pete Winterscheidt, the new chair of the University Technology Fee Advisory Board (UTFAB), replaces Sage Morris-Greene as the representative from that group.

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

Agenda item #3. S. Hibbitt opened discussion among the group about a request from Mostafa Khattab of Construction Management, dated Aug. 21, 2008, to convert 107 Guggenheim from general assignment to a departmental classroom. 107 Guggenheim is a 70 seat room in close proximity to other Construction Management departmental classrooms. The CRB had responded to this original request in the April 14, 2008 memo (Attachment #1) to the Space Review Team with a recommendation to not reassign any GA classrooms without further dialogue on the larger course/space management issue. K. Buffington noted that the request was originally submitted in March 2008 to the Space Review Committee and that request was voted down by the VPOF in April 2008 due in part to a recommendation from the CRB. The re-submitted proposal does not offer a trade for the space, one of the terms the CRB had identified in the April memo. D. Carpenter, as a staff member in the College of Applied Human Sciences, was asked by Hibbitt to do some investigation and speak to the group regarding the request that was re-submitted in August. April Mason, Dean of Applied Human Sciences had submitted the request, as they believed it had not been submitted previously. Carpenter provided a handout "Executive Summary" and "Construction Management Department Enrollment Relief Request" to attempt to help explain the August submission document from Khattab. The Board members skimmed the documents but still have questions about how this information relates to the space request.

L. Morse reported that the room in question currently is scheduled for 12 classes this semester of which only 1 class is not Construction Management. Spring 09 has 3 classes scheduled into the room that are not Construction Management. Hibbitt asked Morse to research the complexity of moving these classes to other rooms. Hibbitt noted that if the general assignment designation of the classroom were to be changed, any existing technology installed in the room would be removed to support another GA classroom. K. Buffington indicated that the tables and chairs would be removed as well and placed in other general assignment rooms. The question was raised if the department could

purchase the technology existing in the room. Such a precedent has not been set, but could be considered.

T. Blunt asked if the “Executive Summary” is indicating that the addition of the room as a departmental room was necessary for Construction Management’s accreditation. Also, if the room is already primarily scheduled with Construction Management classes, why is the departmental designation being sought? Hibbitt asked Carpenter if he could address what additional technology or seating arrangements the department wants to add to the room, per information provided in the request. Carpenter was uncertain about these items. The discussion was tabled at this time. Carpenter will invite Khattab to the next CRB meeting to explain the request and answer questions.

Agenda item #4. K. Buffington updated the group on the projects Facilities has completed over the summer. Engineering D102 has been turned over to Physics and Engineering B01 has been designated for Engineering activities. Laurel 12 has been transferred to the Gillette Museum. Anatomy Zoology W205 has been rearranged to better facilitate the students seeing the projection screen. They did not remove the wall that was in question (see February 6, 2008 minutes, Agenda item 3). Pathology 109 has been returned to general assignment status from temporary office space. It has a very basic setup at this time and will need to be added to the list of rooms for upgrade. The carpenters worked in both Chemistry 101 and 103 to repair chairs that were broken. They completed as many as possible before classes began.

Buffington also noted that the move of the podium in Yates 104 would happen over the winter break. They are currently looking at having the sink removed in Gifford 314, which is being offered in trade for Gifford 305 per a request from Occupational Therapy originally dated December 12, 2007 and recently revised to include the space trade.

Buffington and Chase both spoke about Facilities ordering 300 new tab arm chairs to replace damaged ones in classrooms. Please contact Buffington if you notice chairs that need replaced or repaired. You can also contact Classroom Support Services through the trouble phones installed in general assignment classrooms. They will then pass the information on to Buffington. Also, if you notice that the instructor’s area in a classroom is becoming cluttered with old desks or other furniture, please contact Buffington. She will arrange to have broken or unnecessary items removed.

Agenda item #5. D. Satterfield updated the group on Classroom Support Services activities as they related to the CRB. They have received all of the equipment that was approved for purchase at the end of FY08: the 4 Wolfvision VZ-8Light document cameras, the 3 Extron switchers, and the 2 LG Electronics DVD/VCR combo units. One switcher has been installed in Anatomy Zoology W118 and one DVD/VCR combo is now in Military Sciences 105. The rest are reserved as spares for future needs.

The CSS staff has replaced all 22 of the analog wireless microphone systems in the general assignment classrooms with the new digital systems purchase in FY08 from CSUIITE funds. The replacement was necessary prior to February 19, 2009, and we are well ahead of the deadline.

They are also in the process of replacing a projector in A102 Clark per faculty request.

Satterfield requested the purchase of 3 or 4 microphone mixers to install as a test in some of the more heavily used classrooms with both wired and wireless microphone systems. The wired microphones are installed in the classroom as a backup should the wireless system fail or for times when a speaker/faculty member did not pick up a wireless mic ahead of time. Often the wired mics are left on during class while faculty members are using the wireless variety. This can lead to feedback as the volume is turned up on the wireless mic. The mixer would automatically turn off the wired mics when not in use to eliminate the feedback issue. The mixers cost approximately \$450 each. The committee approved the purchase of 3 units for this test.

Hibbitt asked Satterfield if he would be willing to demonstrate the equipment in the new Johnson Hall lecture hall. He will check with the project manager to determine if everything is ready to go and we will attempt to move a future CRB meeting to that location.

Agenda item #6. S. Hibbitt reported that a CRB sub-group of Morse, Satterfield, Brouillette, and Hibbitt met regarding installation of a computer in the instructor's podium in a large, centrally located GA classroom to further the pilot that was conducted by the College of Applied Human Sciences in Gifford 113. The computer would be purchased with CRB funds and installed in the podium in Clark A101 using a rack system that has security screws that discourage theft. The front of the CPU would be accessible to allow the use of the USB port and possibly the CD/DVD drive. The monitor would be attached to the podium on a movable arm which will leave the top of the podium free for instructor materials. The computer would have basic Microsoft software installed, i.e. Word, Excel, PowerPoint, etc. Help calls from faculty using the computer would be supported centrally by Classroom Support Services.

Guidelines will need to be established for departmental installations of instructor computers in GA classrooms. Morse summarized guidelines that the sub-group had discussed, which will be finalized through the CRB at a later time. All requests would come to the CRB for approval. Departments will need to take the initiative if they wish to install a computer in a room(s) used heavily by their faculty. They will need to understand that installing the computer(s) in the room(s) will not give them preference when the room(s) is scheduled for classes. They will also be responsible for purchasing, maintaining and updating the computers as necessary. Their help desk or IT staff will be responsible for supporting calls from any faculty using the computer and must post the contact information on the podium. CSS is willing to help assist as the second tier of support.

The committee approved a budget of up to \$2,000 to purchase and install this test machine.

Other item. B. Chase provided a picture of a training tool used at Oregon State University that will be installed in one of the three 60-seat classrooms in the Academic Instruction Building. The tool, called stereographics, will allow faculty to present 3-dimensional models to illustrate their course materials. The exact room has not been identified at this time.

The next scheduled meeting is Monday, October 6, 10:00-11:00 a.m., 227 Lory Student Center.

Classroom Review Board

Monday, October 6, 2008, 10:00 - 11:00 a.m.
227 Lory Student Center

AGENDA

1. Approve the minutes of September 15, 2008
2. S. Hibbitt – continuing discussion on 107 Guggenheim.
3. D. Satterfield – presentation of new document camera from Samsung.
4. S. Hibbitt – Department First Preference rooms.

Fall 2008 Meeting Schedules

Monday, October 27, 2008, 10:00-11:00 a.m., 227 Lory Student Center
Monday, November 17, 2008, 10:00-11:00 a.m., 227 Lory Student Center
Monday, December 8, 2008, 10:00-11:00 a.m., 227 Lory Student Center

Attachment #1

April 14, 2008

To: Space Review Team

From: Sally Hibbitt, Chair of CRB, and on behalf of CRB

R.E.: Reassignment requests for 109 Pathology, W215 Plant Sciences, 305 Gifford, D102 Engineering, and 107 Guggenheim

The Classroom Review Board (CRB) met on April 2, 2008, and had a lengthy, realistic, and philosophical discussion about several requests recently received through the space request process to reassign General Assignment classrooms permanently to departments for various uses, such as new laboratories or office space.

At this time, the Board does not recommend approving the reassignment of any additional GA classrooms without further dialogue between the Provost, Vice Presidents, Senior Administrators, and Deans regarding the complexity of this issue, an issue that will only increase as stretch goals are pursued and reached. The CRB feels we need to manage a variety of factors in addition to our classroom space, notably our enrollment and our classes. The CRB is in an untenable position to manage just the single component of classroom space without specific direction from the Provost concerning future enrollment trends, class size trends, etc.

While the Board understands the importance of the researcher's ability to actively compete for grants and the institution's commitment to supporting these endeavors by promising laboratory and office space, the University must come to realistic terms with the classroom space issues already being encountered. With the recent projection of an approximate 10% increase in admission applications for fall semester '08, the ability to schedule a larger number of students and class sections into GA classrooms will be further constricted. While new construction is under way that includes classroom space, these additional resources will not be available soon enough to satisfy immediate demands. Therefore, the Board must take the position of preserving enough GA classrooms to meet the demand.

Philosophically, it is the goal of the University to provide GA classroom space in the central core of campus. This is to ensure that students have the ability to move from class to class in the 10-minute window allotted. Research and office space do not have this same requirement. Thus, as new grants are submitted or new hires are made, it is imperative that space issues are investigated and realistic solutions identified without making the assumption that GA classrooms are the solution.

In addition, the Board recommends that we have a dialogue on the following approach to reassigning GA classroom space:

- Prior to requesting GA classroom space, the entire college must first carefully analyze utilization of departmentally assigned space to determine possible internal space reassignment to meet its own needs;
- If reassigning space within the college does not meet the needs, then the college must seek to identify any underutilized departmental room of at least comparable size, preferably located in the academic core, that could be traded for the requested GA classroom.

If the department or college still wishes to request reassignment of a GA classroom, then, to preserve the ability for the University to deliver classes, the department or college should agree to the following terms:

- If a GA classroom that includes SMART technology is reassigned, the requesting department or college will bear the financial burden of relocating the SMART technology into newly identified classroom space;
- If the majority of classes scheduled into the requested room are offered by the requesting department, the department should:
 - be agreeable to moving its classes to whatever classrooms are available across campus;
 - adjust schedules for these classes, moving them to times when other GA rooms are available, i.e. before 10:00 a.m., and after 3:00 p.m., in order to accommodate the ever increasing difficulty of finding open classroom space between these hours;
 - consider reducing class sizes to enable usage of smaller classrooms that are available.
- In addition, if the majority of classes scheduled in the requested classroom are offered by other colleges, the requesting department or college should:
 - be agreeable to moving a commensurate number and size of its class sections to different times and days to meet the needs of other departments' sections displaced by this action.

We would be happy to have a dialogue about these issues, and appropriate future directions, at your convenience.

If you have questions, please do not hesitate to call me at 1-2726.

Thank you.