

**Date: May 31, 2016**

**TO: Classroom Review Board**

**From: Rusty Scott, Julia Murphy**

**RE: Minutes of May 11, 2016**

**Members Present:** Anton Betten, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Gwen Gorzelsky, Jake Loughridge, CW Miller, Julia Murphy, Al Powell, Rusty Scott

**Members Absent:** Clayton King, Mike Palmquist, Tom Satterly

**Guest Present:** Adam Lynch, incoming representative for UTFAB (Jake Loughridge is graduating)

1. Approval of Minutes

The minutes from April 13, 2016 were unanimously approved.

2. Recognition

The committee recognized the 28+ years of service from committee member Jack Brouillette. Jack will be retiring from CSU at the end of this academic year.

3. Classroom updates

a. BSB 105 furniture replacement – Kristi

Furniture replacements has been ordered and should be received and installed prior to the start of the fall semester.

b. 231 Wagar, A108 Microbiology – Kristi, Julia

The seating capacity of these rooms will be reduced when the tiered floors are removed. Rolling tab-arm chairs will be placed in both rooms along with additional whiteboards. Project to be completed prior to the start of the fall semester.

c. New flexible/flipped rooms – Rusty

A combination of UFFAB, CRB and central administration funding will be coordinated to place mobile furniture in three GA classrooms prior to the fall semester (Education 11 & 13 and Shepardson 102).

d. Rockwell 165 – Julia, Rusty

The College of Business has requested permission to upgrade Rockwell 165. This is a GA classroom used primarily by COB to deliver core online courses. The COB staff will coordinate A/V services with Classroom Support Services to ensure consistency and will fully fund the upgrade. Proposal unanimously approved.

e. BSB Auditoriums – Julia

A revised quote for installing electronic locks onto one door each for 131 BSB and A101 BSB was received from Facilities Management; \$5,425 and \$3,963 respectively. Funding will need to be secured, Rusty and Pat will pursue.

4. Summary of Classroom Support Activities – Al

See the attached FY17 UTFAB proposal.

5. Lecture capture – Rusty

A new quote has been received from Echo360 for FY17. There will not be a price increase, but also no ability to add in-class capture venues. The quote also includes access to a development instance of the new platform (Active Learning Platform).

6. Johnson Hall 222 request from Stephanie Clemons – Pat, Rusty

Stephanie Clemons has requested 10 small marker boards and 2 mobile displays be available in Johnson Hall room 222. Kristi reported that 5 rolling glass white boards had been ordered to supplement the existing 3 whiteboards in the room. Rusty will look for year-end budget to cover 2 additional, smaller whiteboards which will provide a total of 10 writing surfaces. Two mobile screens will be relocated from BSB 105.

7. Large classroom need – Julia

Julia presented an analysis of our large and extra-large classrooms with data from EMS in response to questions asked by CSU administration regarding the need for large classrooms.

- 18 new GA classrooms coming on line in the next 12 months
- GA classrooms with 151-200 seats have the highest utilization rates
- Average utilization for all large GA classrooms >100 is 84.82% in prime time and 67.82% from 8:00-5:00
- We have room for growth in large GA classrooms at 8:00am and after 3:00pm
- Need some flexibility/capacity for maintenance and emergency relocations

Kristi will provide a copy to Rusty. Rusty will include it with the analysis from Julia and send it to Pat for reporting to the Provost.

**Next meeting: TBD**