

Date: November 15, 2016
TO: Classroom Review Board
From: Rusty Scott, Julia Murphy
RE: Minutes of November 9, 2016

Members Present: Pat Burns, Dave Carpenter, Matt Hickey, Adam Lynch, Julia Murphy, Al Powell, Tom Satterly, Rusty Scott, Tristan Syron, and Simon Tavener

Members Absent: Kristi Buffington, Dave Carpenter, Gwen Gorzelsky, CW Miller, and Mike Palmquist

Guest: Stan Kruse, The Institute for Learning and Teaching (Delegate for Gwen Gorzelsky)

1. New Member

Provost Miranda has formally appointed Simon Tavener, College of Natural Sciences, to assume the vacancy left by Jack Brouillette. Welcome, Simon!

2. Approval of Minutes

The minutes from October 12, 2016 meeting were unanimously approved with one spelling correction noted.

3. Area updates

a. UTFAB/UFFAB – Tristan, Pat, Rusty

- i. UTFAB – Filling the last gaps in their membership. Upcoming presentations include updates to the campus wireless infrastructure (Greg Redder, ACNS) and lecture capture (Rusty). The board will also continue to consider a potential fee increase for next year.
- ii. UFFAB – Tom Satterly will present on deferred maintenance at CSU. The board continues to explore if deferred maintenance is (or should be) an allowable expense for the UFFAB. The composting contract came in under budget; now exploring logistics (location, pick up times) for the bins.

b. Facilities – Pat

The Furniture Strategic Business Alliance Committee will soon be recommending a single source vendor which will allow for more consistency in furniture (and pricing) and includes internships, possible employment opportunities, guest speakers for classes.

c. Classroom Support - Al

- i. CSS has received 10 requests for estimates to equip classrooms for lecture capture. Delaying until the direction for campus lecture capture is determined.
- ii. Walnut classrooms will be in use during the Spring 2017 semester. Touch screens for all of the rooms have been ordered, and training will be available to those scheduled to use the room.
- iii. Clark room A068 is being renovated and will include an area to be used to demonstrate & train instructors in the use of the technology available in GA classrooms.

- iv. Continue to work with Facilities and vendors to ensure that capture related cabling is installed during construction & renovations due to the high cost of retrofitting.
 - v. Exploring additional and alternative transportation methods (golf cart, bikes, etc.) for Classroom Support staff and Library Help Desk staff as new GA classrooms come available that are farther from the core of the campus.
 - vi. Continuing to coordinate with Facilities and Classroom Support Services in early plan/design phases related to new construction

- 4. EMS Expansion – Julia
Interest continues to grow in the use of EMS. Active conversations include early phase of CSU Operations implementation, Todos Santos and the non-academic spaces in the stadium. Academic spaces in Walnut and the stadium have been built in EMS.

- 5. 3D Projector Move – Pat
Plans are developing to relocate the 3D equipment currently in BSB 105 to the 110-seat, flat floor auditorium in the new Biology Building. Relocation costs will be approximately \$10k. The projector will be installed onto a fixed platform rather than a lift. Al Powell will include this in the FY18 CSS request to UTFAB.

- 6. Round Classroom Discussion – Matt and Al
Matt shared some informal feedback from faculty related to the idea of teaching in round classrooms. Both positive and negative aspects were mentioned, and additional questions were raised (capacity, cost, alternative “U”-shaped rooms, etc.) Al will follow up with OSU to see if they have any student feedback related to the round configuration. Pat will discuss with Tom the possibilities of a proposal to UFFAB. Tristan suggested a possible cost sharing model between the student boards and offered to introduce the idea at an upcoming UFFAB meeting.

- 7. Other
 - a. Rusty –Discovery continues to determine final costs for Echo for FY18 and research other alternatives. The product currently in use at CSU is no longer being developed and support is being phased out. A transition to Echo’s cloud-based platform is being planned for FY18 short of other alternatives. Cost to CSU will increase from approximately \$105K to \$150K for the next fiscal year. YouSeeU is being evaluated as a possible alternative. While not formally promoted as a lecture capture solution, the gaps between YouSeeU’s current feature set and the existing campus workflow are not large in number. Rusty is working with YouSeeU and campus support staff to perform an analysis to discover the specific gaps between what the product offers and the campus requirements. Faculty site simplicity of use for in-class capture as an important aspect of Echo. Classes are scheduled upon request by the instructors, and then need only to have a working microphone during class to create recordings.

 - b. Simon – The need continues for additional lab space in the College of Natural Sciences. Simon will discuss with the College about a possible room swap to address the most pressing bottleneck, additional lab space for Life Sciences courses.

Next meeting: December 7, 2016, 3:00-4:00 pm, Walnut

