

Date: September 6, 2017
TO: Classroom Review Board
From: Julia Murphy
RE: Minutes of September 6, 2017

Members Present: Pat Burns, Kristi Buffington, Dave Carpenter, Gwen Gorzelsky, Matt Hickey, Jason Huitt, Blaire MacNeill, CW Miller, Julia Murphy, Al Powell, Tom Satterly, Tristan Syron, and Simon Tavener

Members Absent: Mike Palmquist

1. Approval of Minutes
The minutes from the May 8, 2017 meeting were approved.
2. Request to designate Wagar 133 as first preference for Fish, Wildlife, and Conservation Biology
FWCB submitted a request to designate Wagar 133 as first preference. FWCB currently has first preference of Wagar 107B and 132. FWCB recently purchased and installed Echo360 Capture Equipment for Wagar 132 and 133. The board agrees that FWCB has a legitimate need but does not meet the DFP requirements of 67% seat fill for Wagar 133. The board will explore installing Echo360 in Wagar 107B. Discussion tabled until next meeting to review the budget.
3. Request to reallocate Gifford 312 as a lab space for Design and Merchandising
Design and Merchandising submitted a request to convert Gifford 312 to a department lab. The board discussed the upcoming loss of three general assignment classroom in Aylesworth and the board has concerns about giving up general assignment classrooms in that area of campus. In addition, based on utilization reporting, Gifford 331 and 336 are significantly under-utilized at 31% and 42% respectively. The board recommends that Design and Merchandising move classes out of Gifford 331 into General Assignment classrooms and reallocate Gifford 331 as a dedicated departmental lab.
4. Signage for Stadium Classrooms
Signs outside large flipped classrooms in the stadium designate classrooms as “lecture classroom”. Concern that the message conveys that the room should be used as a traditional lecture classroom and does not promote active learning. Board determined signs should have room numbers only and no description. Facilities will follow up on having the signs replaced.
5. Echo Capture Update
ACNS has completed the upgrade and for the most part, the project was successful. Al reports there has not been a good deal of feedback. Problems that have come back are related to change in accessing and authenticating to use the system post-upgrade due to tight integration with Canvas.

6. Area Updates

- a. UFFAB updates- Tristan
 - i. Board has not met yet, working on an agenda
 - ii. Significant turnover on the board
 - b. UTFAB updates- Blaire
 - i. Board met last week, usual ramp-up issues
 - c. Facilities updates
 - i. Not much feedback on newly constructed classrooms in Stadium and Walnut
 - ii. Working on a proposal for UFFAB
 - iii. Feedback from students that Walnut classrooms are in great shape
 - iv. No feedback on new Biology labs
 - v. Students report the fish tanks are great
 - d. CSS Update
 - i. Biology
 - 1. Some outstanding issues, CSS has not had time to get back to certify the technology 3D projector - not quite ready at the start of the semester
 - 2. Focus on the stadium required all attention at the end of summer break
 - ii. Stadium classrooms
 - 1. 80-90% ready, vendor still waiting on some parts to complete
 - 2. Labeling on some Crestron control panels didn't conform to standards, creating confusion and complaints from faculty
 - 3. The first day, nearly all audio was not working
 - 4. No glass boards in stadium - each room should have two
Kristi is trying to locate the glass boards; they were supposed to be in the project
 - iii. Julia - will we be installing phones in the stadium classrooms?
 - 1. Al - yes, Telecom hasn't had a chance to knock this out yet
 - e. Engineering 100
 - i. Standard Definition camera in the rear of the room needs upgrade
 - ii. Existing camera was not included in the project, adequate for Echo recordings, not adequate for presentations in the front of the room
 - iii. \$4000 to upgrade that camera
 - 1. Board gave permission to Al to move forward with the upgrade from CSS funds
 - f. Walnut has two classrooms with floor boxes that are missing cables for connecting AV gear
 - i. Board gave permission to Al to move forward with the cabling from CSS funds
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- 7. Game day building access request
 - a. Due to CSUPD having shut down building access, some faculty were frustrated that they had to go through a separate process to request classroom access on a game day
 - b. Fridays and Sundays will be open going forward
 - c. Game Day Saturdays will be reviewed on a per-request basis. For academic events faculty can request room reservations directly from Registrar
 - d. Non-academic events must be requested through Facilities Event Management
 - i. Parking is the chief concern
 - e. Access for SAT/ACT testing is still being explored by the Game Day Event Committee