

Date: April 13, 2018
TO: Classroom Review Board
From: Julia Murphy
RE: Minutes of March 22, 2018

Members Present: Kristi Buffington, Pat Burns, Dave Carpenter, Matt Hickey, Jason Huitt, CW Miller, Al Powell, Tom Satterly

Members Absent: Stan Kruse, Blaire MacNeill, Julia Murphy, Tristan Syron, Simon Tavener

1. Approval of Minutes
The minutes from February 22, 2018, meeting were approved.
2. Review CRB Charter - Jason
The subcommittee (CW, Matt, and Blair) and Julia have provided suggestions for the update to the charter to Jason. The draft is not completed yet, so the topic will be delayed to the April 26th meeting.
3. Budget Update – Renee
\$16,232 available for assignment to date. The group discussed the remaining place holders to determine what if any could be returned to the aggregate for use. Possibly have \$9k that will not be used for student salaries. The board approved the purchase of the necessary hardware to install lecture capture in the rooms in Clark A-wing that currently do not have the technology, approximately \$20k. The \$2k for the training videos will be returned to the aggregate.
4. Echo360 request – Biology 136 – Al
The Biology Department has requested 50/50 matching funds to install Echo360 lecture capture in Biology 136. Al Powell provided an estimate of \$8,433 total for the install. The board unanimously approved the 50/50 cost share of \$4,216.
5. Classroom Utilization Report - Julia
Due to Julia's absence this topic will be delayed to the April 26th meeting.
6. Updates/Other
 - a. UFFAB – Tom
UFFAB is presenting to SFRB on March 26 to get final approval on their selections for this year. There are four general assignment classrooms in the selections, Military Science 200 and 201, Engineering D102, and Pathology 101. There is one outdoor classroom in the Sherwood Forrest area. Glover was removed from consideration as the demolition of Glover to make room for a denser, multi-story, more iconic building in its place is being accelerated. Facilities is starting to meet with departments, the VPR, and other groups to gather feedback into what could go into the new building so Central Administration can decide how big of a building. That is in the 3-5 year timeframe. The one GA classroom in Glover is well utilized however Julia feels it can be taken off line without impacting the university mission.

- b. Classroom Support Services – Al
 - i. CSS completed updates in the Education building over spring break. They also installed Echo360 in the Plant Sciences building at the north end of the greenhouses, east of Behavioral Sciences building. They are cued up for projects for the remainder of the fiscal year.
 - ii. Al will present their proposal to the UTFAB next week for refreshes to be completed in FY19. Hoping to have funding to convert A206 Clark, an interactive classroom, from mics on the desk to 2' x 2' overhead ceiling mics. The furniture in A206 is fixed and the ceiling is not designed to have someone working from above it so they need to work out a solution for reaching the ceiling to mount the mics and run cabling possibly involving the use of scaffolding. They would also like to install the overhead mics in Engineering B2 and B4. Both rooms are up for a refresh.
 - iii. Kyle Haefner in Telecommunications figured out a way for staff monitoring the recording from the lecture capture classrooms to be able to call the GA classrooms and make the phones ring without opening the classroom phones to crank calls and wrong numbers from outside. There is a special dialup sequence that can be enabled.
 - iv. They have discovered that the touch panels currently installed in the classrooms can work as telephones. CSS will work with Telecom later this summer to set up a phone function on the touch panel which will allow faculty to call 911 or tech support with a push. The panels do have microphones and speakers. This will also negate the need to install a \$300 Polycom phone in the classrooms.

- c. Classroom Technology Survey – Pat

Pat distributed a draft of the 5-minute survey that he created with Al and with input from CW. Rather than having an open ended question about is your classroom functioning properly, Tom suggested that there be categorization, heating/cooling/paint/carpet/whatever. That way we won't have to sort or organize the responses. Pat will break it into two questions, technology problems and facilities problems. Kristi will provide a list of typical facilities problems to include. He will also ask if they would like to be contacted for more information and ask for an email or telephone number. Pat will make the changes and distribute to the Academic Faculty listserv.

Spring 2018 Schedule:

Thursday, April 26, 4:00-5:00 pm, Morgan Library room 203