

9/17/02

<b>Tasks for 2002/2003</b>	<b>Lead Person/Group</b>	<b>Priority</b>	<b>Tentative Due Date</b>
1. Review of bond construction/other classroom projects	Particular Facilities Architect/CDAC		Ongoing
2. Finish cdac.unc.edu web site	Rick Peterson, Todd Taylor, Scott Adams		Spring, 2002
3. Support Room Reprioritization?	David Lanier		??
4. Develop and disseminate faculty survey re: room satisfaction. Generate questions.	Bill Ware, Jean DeSaix		Questions generated by Nov 1. Survey to IR by Winter Holidays for Spring dispersal.
5. Decide on appropriate classroom mix (% with, % without technology) and tech standards. E.g. one policy should say something like: "All newly renovated/created classrooms of less than 75 seats should have wireless network connectivity built in as part of the project cost, and will contain an appropriate number of complementary wired outlets."	CDAC		Fall, 2002
6. Incorporate accessibility into designs	Jim, CDAC		Spring, 2002
7. Put "wireless here" signs in classrooms	??		??
8. Decide what happens if no ongoing funding is forthcoming to support classrooms	CDAC		Spring, 2002

<b>Tasks 2001-2002</b>	<b>Lead Person/Group</b>	<b>Priority</b>	<b>Tentative Due Date</b>
1. Develop classroom active learning standards, including information technology component <ul style="list-style-type: none"> <li>• Desks in classrooms now? – will they support CCI where appropriate? What standards do we have for furniture in classrooms?</li> <li>• Access issues: should elevator access be a prerequisite for classroom renovations?</li> </ul>	Todd, Larry*, Joe, Diane, Ted, Scott	High	August 2001
2. Develop "multimedia specifications document" to aid Facilities during contracting – design guidelines	Joe, Diane*, Ted, Scott	High	July 1, 2001

<b>Tasks 2001-2002</b>	<b>Lead Person/Group</b>	<b>Priority</b>	<b>Tentative Due Date</b>
<p>3. Outline a “normative” classroom renovation process ( a process of check-offs by project), e.g.:</p> <ol style="list-style-type: none"> <li>1) determine criteria for selecting classrooms for renovation</li> <li>2) determine criteria for ranking classrooms selected</li> <li>3) get faculty input into the above and sizes/styles of classrooms that they like teaching in</li> <li>4) get input from support offices (fac, r&amp;r, ATN, etc.) to offer input and guidance on work/timing/issues</li> <li>5) users of room need to provide feedback on recommended renovations once implemented (feedback informs #3 above)</li> </ol>	Rick, Diane, Larry, David		Fall, 2002
<p>4. Who owns classrooms? Who “shares” classrooms? Should the committee recommend that all departmentally owned classrooms be placed in the general classroom pool, with the departments that previously “owned” the room(s) getting first priority? (connects with which faculty are going to “walk”)</p>	Provost is addressing		Fall, 2001. ReAllocation Done, 7/2002.
<p>5. What is the preferred relationship b/t ATN’s Classroom design group and outside contractors? Can contractors be hired by building architects to do classroom design without going through ATN?</p>			
<p>6. How do we address the possible issue of faculty reluctance to walk outside their own particular building to teach? How is this issue related to particular disciplines (e.g., Chemistry, Biology, and wet labs). How do we define a “special use” classroom facility?</p>			
<p>7. Enhanced technologies allowing classroom scheduling and sharing “on the fly” or “ad-hoc”</p>			
<p>8. Better ways for scheduling technology enhanced rooms. Do the right courses get in the right rooms?</p>	David, Committee		
<p>9. Need to review the process for coding (and updating) of classrooms and teaching labs in facilities inventory</p>			

### **Completed Tasks:**

<b>Tasks</b>	<b>Lead Person/Group</b>	<b>Priority</b>	<b>Tentative Due Date</b>
<p>Coordinate Paulien Report Information with Committee Report</p> <ul style="list-style-type: none"> <li>• Where do we find usable classroom space while classroom buildings are renovated/demolished/rebuilt?</li> </ul>	Rick, Diane, and David and Committee		Paulien part finished. Need to do the details for 2002/2003. Rick,

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			Diane, David*. October 15 <sup>th</sup> .
<p>Establish Operating Expense Model for maintaining Classrooms</p> <p>Funding replacement technology for places like the JCUE, IAH, etc. (Cleaning up old messes...does the committee want to address this or not?)</p>	John Oberlin/ATN Rick drafts letter to Provost		March 22, 2001 Done
Estimate one-time transition cost for maintaining classrooms until operating budget resources come available	John Oberlin/ATN		March 22, 2001 Done
<p>Develop program for quick “sprucing up “ of classrooms (Classroom SWAT team)</p> <ul style="list-style-type: none"> <li>• Desks in classrooms now? – will they support CCI where appropriate? What standards do we have for furniture in classrooms?</li> <li>• How many classrooms of 75 seats or less have bolted chairs? Can we remove them ASAP?</li> </ul>	Rick*, Larry, Todd, Ted, Joe, Diane	High	Summer. Have an outline of what to do. Need to meet one more time. Done.
<p>Address the ad-hoc” room use issue:</p> <ol style="list-style-type: none"> <li>1- Should we have them?</li> <li>2- If so, who schedules them?</li> <li>3- If so, what size rooms should be designated?</li> <li>4- If so, what technology (if any) should go into the rooms?</li> </ol>			Done. See policy on web site.
Coordinate visiting existing classrooms (in late afternoons)	Committee		March 27, 2001 Done
Do 5-yr classroom operating expense projection	John/Joe	Low	Fall, 2001 (Sept.) Done.
<p><b>Answer these questions:</b></p> <ul style="list-style-type: none"> <li>• Should the offer of partial/full departmental funding for a classroom renovation affect that classroom(s) slot in the renovation order?</li> <li>• Should classroom renovations be looked at on a classroom-by-classroom basis or a building-by-building basis?</li> </ul>	N/A due to Bond passage.		N/A
Program classrooms in phase 1 of the Science Complex	P&A, Rick, Diane, David, Doug		Done
Need process for providing wireless cards for students of faculty who want to teach wirelessly			Obviated – all student computers now equipped with wireless.

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