

**Classroom Design & Advisory Committee Workgroup Meeting  
12/10/07**

Attending:

Tu Dang, Learning Services  
Gina Platz, Classroom Hotline  
Karla McClure, Office of the University Registrar  
Sherry Younger, Office of the University Registrar

**Agenda Items:**

Construction Project Updates  
Phasing out VCR's

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**Construction Updates**

Per Tu & Gina, Greenlaw 301, 304 & 305 & Hamilton 420, 423, 425, 452, 470, 517, 519, 523, and 570 ready for classes to occupy room.

Per Tu, Kenan may be ready by late February 2008. Chem desires to move in as soon as possible and will even move in the middle of a semester if necessary. Campus Y classrooms equipment installation will be complete by the end of the year, waiting on furniture to arrive. Mitchell will be ready for Summer I 2008 (classes already scheduled in these rooms). Sitterson Addition should be ready by fall 2008 if construction continues as planned.

Graham Memorial – Karla will check on status of becoming a general purpose classroom. She will check with Jason to see if he has classes scheduled summer 2008. If approved as g.p. classrooms work will be completed summer 2008 and ready for fall 2008 classes per Tu.

**Phasing out VCR's**

ITS has decided to keep the VCR's listed in classrooms for Spring 2009. Tentative plans to remove VCR's during the summer of 2009. They will take care of any situations that may arise as vcr's break and work directly with the faculty to accommodate any who need a vcr. ITS will continue to work on plans to help departments copy vcr tapes that do not have copy right laws. They will be notifying departments about their plans to phase out vcr's and will work directly with departments to ensure a smooth transition.