

Classroom Workgroup Meeting
12/12/2005

Attending:

Jeremiah Joyner
Tu Dang
Megan Keefe
Kelly Rowett
Jerry Guerrier
Sherry Younger
Vaughn Booker
Diane Gillis

Agenda Items:

- Global Ed update
- Changes to classroom allocation in Arts Common / Hill Hall
- Schedule for upgrades to Hanes Art 116 & 118
- Departmental responsibility for fixture removal in classrooms slated for renovation

Global Ed update – (Follow up/update from Feb. mtg from Diane Gillis)

-Need to change room numbers on rooms with 5 characters because these cannot fit in the room field in SIS. (both for students and for purposes of aligning Registrar/Facilities space info databases)
Room will be organized by International Studies, Study Abroad, & area studies depts. (Asian Studies, Latin American studies etc...)

Room 3033B – (16 person seminar room) New seating arrangement, capacity has decreased by 2, new capacity will be 14. Touch panel has been replaced by 2 plasma screens. AV cabinet in corner – get rid of 2nd plasma screen, it is not needed, we will keep single plasma screen at end of room only.

Room 3024 – Designers have provided updated options with different orientations of room. Workgroup likes new orientation with table/chair layout similar to SA 220. Capacity as designed is 30, but Diane thinks 2 more seats could be added to up capacity to 32 (or more if possible). Instructor station not pictured, needs to be added to front of room, with floorbox.

Departmental responsibility for fixture removal in classrooms slated for renovation –

Registrar is seeking furnishings for temporary classroom spaces that will be utilized for Fall 2006 – Spring 2007. They would like to reuse/refurbish furniture from spaces coming offline for renovation to upfit these rooms & make them semi-suitable instructional spaces temporarily.

For GL rooms – since movers are already scheduled, let's have them move the GL chairs straight to surplus, if we cannot find somewhere else to move them to in the meantime.

Jerry thinks we may be able to use storage space in rear projection room of HM 100 that could hold at least 100 chairs. He will check with contractor & see whether they will agree to that. (Could this cause problem with final inspection?)

Let's start building in a move schedule for furniture that we want to reclaim. Facilities will also start building this into the bid process. Workgroup will take inventory of space at start of project planning process to decide what if anything should be kept for classrooms slated to be renovated.

Schedule for upgrades to Hanes Art 116 & 118

-Tu will respond to Lindsay Fullenweiders's email to stress that bond projects (new construction & renovation) have to take precedence over existing classrooms.

Issue with release dates for bond projects: Jerry will convey to project managers that they should communicate the Registrar's release date rather than the construction project end date. This change should improve lines of communication among Registrar, Facilities & Departments as well as alleviating some of the conflicts that we have had in the past.

New category on latest version of ITS Schedule document – Jerry has added new category for "A/V installation *DURING* construction"

Changes to classroom allocation in Arts Common / Hill Hall – Registrar will no longer be getting any classrooms in Arts Common phase 1. Department has offered up 3 classrooms in Hill Hall, but these would need to be renovated as they are very 'music specific' in terms of equipment/technology right now.

Is there money specifically for new General Purpose Classroom(s) in Arts Common budget? If so, should this money be reallocated to another project or perhaps used to upfit the 3 rooms in Hill Hall? Jerry will check on whether there was money specifically allocated for GPC's.

Action Items:

Megan: check on when Tu can get onto GL 221 for equipment update & schedule next few meetings out from 1/9

Jerry : Will check on GPC budget issues for Arts Common & on changing GPC room numbers in Global Ed Center from 5 to 4 digits.

Tu: Will contact Lindsay Fullenweider regarding the scheduled upgrades for Hanes Art 116 & 118.

-Meeting adjourned at 1:45