

## **Classroom Design & Advisory Committee Workgroup Meeting 2/19/07**

### Attending:

Tu Dang, Learning Services Design  
Joe Schuch, ITS Multimedia Classrooms  
Karla McClure, Office of the University Registrar  
Megan Keefe, Office of the University Registrar  
Jerry Guerrier, Facilities Planning & Construction  
Gina Platz, Classroom Hotline Manger

### **Agenda Items:**

- ~Updates on current projects (Global Center)
- ~Relinquishing control of Carroll classrooms (338 & 344)
- ~Policy for addressing departmental requests for equipment (Davie 301)
- ~Discuss items such as trash cans and clocks in renovated rooms

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### **Updates on Current Projects**

The Global Education Center (GC) is on track to be completed for scheduling of classes for the Fall '07 term. Tu is working with the Diane Gilles and Bob Howard to resolve many issues present at this time. The order of rooms to be finished should start with the atrium, auditorium and finally the remaining classrooms.

Rooms in Hamilton (420, 423, 425, 452, 470, 517, 519, 523, 570) and Greenlaw (317, 318, 318, 321) were discussed. These rooms are slated to come back online in for the Fall '07 term and they should be on schedule. There was talk of Greenlaw rooms 301, 304, 305 possibly coming back online for the Fall '07 term as well, if time permits. At this time they are not listed as coming back online until the Spring '08 semester and will not be offered to the departments before then if not completed.

There was also talk of the two rooms in the Campus Y that are scheduled to be completed for the Fall '07 term. At this time the completion of these rooms are not as critical as the GL and HM rooms.

### **Relinquishing control of Carroll classrooms (338 & 344)**

The consensus was that these rooms will be turned over to the Journalism Dept starting the Fall '07 term. Gina will research equipment ownership and pull their equipment currently in the two rooms.

### **Policy for addressing departmental requests for equipment (Davie 301)**

After much dialogue it was decided that IT equipment upgrades to Davie 301 will be done in Summer of '08. If time allows upgrades may possibly be done during the Winter break of '07. Since IT has a full upgrades schedule and the **room is fully booked for the Summer '07 terms**, the upgrades will be done at a later date.

### **Discuss items such as trash cans and clocks in renovated rooms**

After discussion it was decided that we should make sure clocks are on the architectural drawings for rooms. If they are included in the drawings the contractor will provide any necessary conduit or wiring. Housekeeping should be contacted to ask if there is a "standard" for trash cans, if so they can be included in the renovations.

**Other items**

A professor teaching last semester in Howell 104 has raised concern with the lack of shades on one side of the room. It seems that in the afternoons there is a considerable glare on one side of the projection screen making it hard for students to see items displayed. Tu/Gina will take pictures of the room during the problem times to document the issue. Jerry will check to see if we have any money in the budget to install shades on that side of the room (approximate cost is \$5k-\$6k)

Tu wanted our opinion on the thought of getting rid of overhead projectors and VCRs in classrooms. We asked for any statistics they could provide regarding the use of VCRs in classrooms to evaluate the need. The removal of overhead projectors would be in all rooms but especially those with document cameras. Once the removal gets closer to happening a survey to users of overhead projectors would be necessary.

Jerry will contact PMs to update the Current Project List file on the Registrar's webpage. Once the file is updated we will post on the website. Megan will have the current Classroom Renovation Schedule posted on the Registrar's site.

**- Meeting adjourned at 2:00**