

7/26/2005
Outstanding Classroom Issues

Attending:
David Lanier
Megan Keefe
Jeremiah Joyner
Tu Dang
Joe Schuch

Agenda:

- Resolve Saunders/Hanes 02 issues
 - furniture issues
 - number change for room 220
 - wiring for pc tables in 322/ reversing table consoles
- Equipping our 2 newest rooms, VE 307 (ready Spring 06) & GL 221 (ready Fall 05)- what do they need and how can we make that happen?
- Request for temporary/projector and center screen for PE 104/Todd Taylor problem
- Do we have final sign off on Phillips & Saunders rooms in terms of av equipment? If not, what are outstanding issues for each room?
- We have blackboards that can be moved to Venable – who should we be getting to do this for us?

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- **Problem with Todd Taylor's fall English class** – Enrollment is 140, he is currently scheduled in PE 104 but says that he needs a room with a *center* screen rather than 2 screens on either side, as well as a dvd player. Megan has located a room that could possibly be suitable (Manning 209) if the classes currently in the space will agree to switch with English, however it does not have a dvd player.

Jeremiah says that he can make the technology work in Manning 209, either by hooking a laptop with dvd up or they can install a dvd (available from rooms being renovated).

Jeremiah will contact Todd Taylor directly regarding the technology. Megan will contact the Scheduling Officer for English so that he can try to arrange the switch with the other departments. *(done – I emailed him with the details this afternoon, -Megan)* If we can make this solution work, then we do not need to worry about changing the existing equipment in Peabody 104.

- **Saunders/Hanes 02 Issues** –

Hanes 02: We are agreed that we will leave existing tables and chairs in Hanes 02. Jeremiah will have keyboard trays and pc holders removed, but tables and chairs will stay as is. We are concerned about state of room, which has been closed up for several weeks and is very musty – this is the only space in Hanes basement which still has carpeting. We do not have the time or budget to replace this (room is already fully booked for Fall 2005). David suggests that Health and Safety might be able to provide a newer/better humidifier for the space? Megan will check with Amy Dunlap to see what options we might have *(done – I emailed this afternoon, -Megan)* The group hopes that the current smell/mustiness may improve somewhat when we are able to leave the door

open, after the computers have been removed. Jeremiah hopes to have the pc's removed and the lock removed from the door by next week.

Saunders: Jeremiah's crew will move existing furniture out of SA 322 this week. Megan says that Sherry has given the department a heads up that this will be happening. Jeremiah will be contacting Kim Eheman from facilities about getting the wiring done for the pc tables in room 322. Kim is coming to Saunders on August 8th to arrange the furniture (Rooms 321, 322, and 220). Megan will contact Tim Kidd about getting the door numbers on room 220 fixed, (currently labeled as 220 A & 220 B not plain 220) we are concerned that this could cause confusion for the students and faculty (*done – I emailed him this afternoon, -Megan*). Tu says that the speaker/static issues in Saunders will be resolved by the time classes start. There was also a problem with some of the ports in SA 322 – Tu has put in a remedy ticket to get this resolved. Registrar still needs to decide what to do with GEOG's request to change the furniture in rooms 213 & 204.

Equipping GL 221 - GL 221 currently has an overhead projector, screen, and blackboards. Jeremiah says that the O/P belongs to him and can stay in the room. Movers will be moving additional chairs from WI at the end of this week. We will do a site visit next week (Megan, Jeremiah, Tu) to inspect room and arrange desks, as movers will not do this for us. We will move the podium currently in DA 101 to this room next week. Scheduling office will schedule the room as is, with minimal technology for the Fall semester. We will then use equipment reclaimed from other projects starting now to improve the technology of this room. Tu says that most of the work can be done offsite, then installed within a few days over the December break. They would be able to provide a projector, laptop connection, vcr and dvd. Room would also need a security camera – camera may be an issue, Jeremiah/Tu will check into this further. Tu will generate work request for install and cost will be charged to whichever project the equipment is removed from (Davie/Wilson/Howell). Room will be available with technology for the spring 2006 term.

Equipping VE 307 – Megan has acquired blackboards from Davie – she will contact facilities to get these removed and installed in Venable. Jeremiah will pay for the removal/installation cost out of his \$10,000 repair budget. We will not remove electrical stuff between tables at this time - We will do another site visit (next week?) to see how well we can rearrange/reconfigure the existing furniture, concentrating it into the front $\frac{3}{4}$ of the room. Jeremiah has a secret stash of podiums and can provide a podium for this room. Jeremiah/Tu will reuse microphone & speakers from HO 104 (which are not great quality) and get them installed in VE 307. They may not be able to do this for the fall – if not, we will just bring the room online when we can.