

Classroom Design & Advisory Committee Workgroup Meeting

3/5/07

Attending:

Karla McClure, Office of the University Registrar

Megan Keefe, Office of the University Registrar

Jerry Guerrier, Facilities Planning & Construction

Gina Platz, Classroom Hotline Manger

Guest – Doug Fairburn, Ki (Krueger International, Inc) Representative

Agenda Items:

~ Ki representative Doug Fairburn to present latest in podium furnishing/equipment.

~ Discussion of movable podiums and recent problems with them.

~ Update on current projects.

~ Ad Astra project update.

Ki representative Doug Fairburn to present latest in podium furnishing/equipment.

Doug was in attendance to present the latest podium designs available by his company. He illustrated the features available for podiums by showed the new podium in Hamilton 100. He asked about our needs, if they had changed or if there was anything that could be done differently. Without polling the professors, who use the podiums regularly, we could not make any assumptions regarding their accessibility and convenience. Gina did mention that perhaps professors would like more surface space on the podium for students to pick up handouts or turn in tests. The possibility of another moveable unit to be placed beside the original podium or in the corner of classrooms was explored. It was decided that Hamilton 100 would be the test space for an additional unit. Doug said he would have a prototype in 3 weeks for us to test in the room. This would allow the professors in the spring semester to evaluate the extra unit.

Doug also showed samples of the old and new style of tablet arm chairs for auditoriums. The new Comfort Fit tablet arm chairs have more space in the seat, “belly” and height of tablet. He also reminded us to request these chairs when putting projects out for bid.

Doug will coordinate a “Classroom of the Future” presentation given by individuals in his company. This would allow us to explore different teaching formats for classroom arrangements in the future.

Gina also inquired about furniture alternatives for computer lab classrooms. Her goal is to make the space safe and functional for the students. Further discussions will take place.

Discussion of movable podiums and recent problems with them.

In Hamilton 100, where there were issues with students moving the podium consequently disconnecting IT wires. To alleviate the problem Classroom Hotline has anchored the podium. It was stated that we would like to shy away from moveable podiums to avoid these problems in the future. It seems that the organizations using the rooms after hours are the ones attempting to move the podiums, not the professors teaching in the rooms.

Deborah in the Student Union (the responsibly party for scheduling HM 100 after hours) was asked to warn groups that the podium is not moveable. We believe that now it has been secured there will not be as many problems.

Update on current projects.

Some updates will have to wait until Tu is present at the next meeting.

We discussed the shades in Howell 104. The camera images for the room were analyzed and the glare on the projection screen is not present this semester. This was confirmed with the professor who had originally raised the issue. This issue will be monitored in the future to ensure no other classes are affected.

Ad Astra project update.

Megan is continually meeting with Ad Astra's IT people during this implementation period. The issues of usernames and passwords for users were discussed. We are hopeful that we will be able to format the system so that users will be able to use their ONYEN and password to access the software.

Karla McClure & Renee Sherman, Scheduling Team Lead, will be attending Ad Astra Scheduling training in Kansas next week. Once they are trained they will help to train future users, most of which are departmental Scheduling Officers.

- Meeting adjourned at 1:50