

**Classroom Design & Advisory Committee Workgroup Meeting
5/14/07**

Attending:

Joe Schuch, Information Technology Services
Gina Platz, Classroom Hotline
Tu Dang, Learning Services
Jerry Guerrier, Facilities Planning & Construction
Karla McClure, Office of the University Registrar
Sherry Younger, Office of the University Registrar

Agenda Items:

Review of construction projects
Who will coordinate removal of chairs in Greenlaw/Hanes/Manning
Confirmation of seating information for rooms back online 082 (Greenlaw 301, 304, 305, Hamilton 420, 423, 425, 452, 517, 519, 523, 570

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Review of construction projects

Greenlaw 317, 318, 319, 321 will be ready for the opening of Fall 2007.
Greenlaw 301, 304, 305 will be ready for the opening of Spring 2008.
Hamilton 420, 423, 425, 452, 517, 519, 523, 570 classrooms are ahead of schedule and may be ready during the Fall 2007 Semester. The classrooms will definitely be ready for opening of Spring 2008 (there are no classes scheduled for Fall 2007).
Hanes 02, 103, 108, 306, 307, 308 - construction will begin after the University Registrar's Office moves to SASB (scheduled for mid-July 2007). Construction schedule: off-line Fall 2007 and returning Summer 2009.
Manning 307 was scheduled to be under construction 5/07 – 12/07. Jerry will check to see whether construction is still planned for this room.
Mitchell 009, 106, 205, 305 classrooms will be on-line Summer 2008.
Global Center 1005, 1009, 1015, 3024, 3033 classrooms will be ready for the opening of Fall 2007 (classes have been scheduled for Fall 2007). Some of these rooms will be ready before fall.
Sitterson Addition – there is one general purpose classroom (capacity 80) which is scheduled to be off-line for construction March 2007 – June 2008. Equipment is to be installed after construction ends. Return on-line Fall 2008 as a safety net.
Y Court there are two general purpose classrooms at 16 capacity each that will be available for scheduling possibly during the Fall 2007 Semester, but definitely by Spring 2008.
New Venable will be on-line on-line by Fall 2010.

Who will coordinate removal of chairs in Greenlaw/Hanes/Manning

Jerry will check with Diane Gillis regarding the removal in Greenlaw & Hanes Halls. We will discuss Manning after we have confirmation of construction plans.

Confirmation of seating information for rooms back online 082 (Greenlaw 301, 304, 305; Hamilton 420, 423, 425, 452, 517, 519, 570)

Jerry will check with Diane Gillis for the information on the Greenlaw project. The diagrams will not be changed, but he will request that the seating information be broken down as to whether it is part of the regular seating or whether it is handicapped seating. Specifically whether there is a space for a wheelchair to pull into, or whether there is a table for handicapped seating and if so will chairs be provided. He will provided seat type and seat count.

The diagrams previously provided by Jerry for Hamilton have not changed.

Discussed next meeting scheduled for June 11

ITS will be located in Peabody by this time and Gina will schedule a conference room in Peabody for this meeting. JJ Bauer, from the Art Dept. will attend. We will meet in the Peabody conference room and then go over to Hanes Art 121 to discuss the possibility of providing a new project for the auditorium.