

CDAC Workgroup meeting
October 4, 2004
Meeting began 12:45 PM

Challenge in Saunders Room 220:

- The placement of the screens is no longer acceptable
- Revised layout given by Joe, which was developed by Paul Kapp
- Increases seat count from 49-52
- Moves the screens from their placement near a whiteboard to a soffet
 - No longer have wiggle room to mount screens without pulling it all out
- This will delay the release of the rooms
- Revision: Screen motors on face of soffet instead
- Make the screens fairly high; meets Health and Safety requirements for egress
- In event of emergency, people could still exit around the screen
- There are problems with people sitting on the side
- Can be set up for dual images, though it will reduce visibility/performance for people sitting on the side
- They are saying that we will have beneficial occupancy of this space by November 1
 - Gives two months to do the installation
- Increases problems for people teaching in this room for the next 10 years
- With existing screen layout, get pretty good coverage
- Lose 6 seats in the front that will not be able to see very much-an extreme angle
- We could do this only if we said that people could only show one thing on the screen
- Joe: This seems like an adequate compromise, though not ideal
- Jeremiah: Would rather have the room delayed to get this right
- The screen on the right side (looking from the podium) will also prevent people on the far right from seeing the white board
- David: Whatever we gain for putting on early will be lost with people complaining about teaching in there
- Jerry: Tell the contractor to rip it out and do it the way they intended to in the beginning; tell Paul to go back to the contractor and delay
- All in agreement to kick it back
- Ask Scott to send a note to Paul
- Make sure that this doesn't slow down the other rooms that are being worked on

New Podium

- Model that Joe developed meets ADA requirements and provides enough of a turning radius to park a wheelchair under there
- Works for people who are standing and the lectern provides a functional equivalent to a moveable top

Facilities Planning and Multimedia Classrooms: Programming Meeting

- Is there a way to streamline the process in terms of who we notify and how the invitations are sent out?
- Once we have the meeting, how does the information get back?
- There have been missteps on who was or was not notified
- Project managers want to know if it is possible to have everything done in Joe's department instead of splitting it up
- The only thing facilities planning will do is be cc'd on the information
- Joe would actually rather it to go through CDAC Workgroup
 - CDAC is the better entity to facilitate the meeting
- In the end, CDAC is supposed to sign off on the document
- Maybe we should come up with a different sign off sheet that goes to the departments
 - Says they accept as listed or with exceptions and go back to Scott
- To get the department heads in that loop, is that the role of the PM, or is it readily available?
 - Campus Directory lists
- It does seem that this is work outside of the PM to chase down people
 - Would probably easier for CDAC because it is part of the Provost's office
 - Might elicit closer attention
- Giving people less than two weeks notice will be really difficult which will cause repercussions that will be dealt with later
- On the program process, would it be helpful to draft it out a little better and discuss at the next meeting?
 - Revisit programming document
- Information will probably have to go through Jerry to get to the PM and back to user group
- He will think about it and see how it can be streamlined
 - Also volunteering Tu to be available to help get information from the registrar and to compile everything into a sequence of events to get Jerry what he needs
- Jeremiah has a current list of email addresses for people who teach in a particular classroom-will help Jerry a great deal when sending out emails-can put them in a list
- With Department heads, will have to look up
- Will open the listserv up for people to email back and forth and will be easy to send out the program document

Little Report

- No one has seen a final report
- Jerry wanted to go back to some emails sent by Kelly
- September 27 email: Mitchell cannot go offline the spring of 05
 - What were we proposing before?
 - Jerry has spring of 06
 - 06 is on the original plan, so need to change that
 - The documents will be completed in December 04

- Project completed in August 06
- Will email Kelly for confirmation
- We're fine with Wilson being offline Spring 06
 - Jerry has Summer 05
- Coker was supposed to remain in 05
- Still haven't heard back from Diane Gillis in regards to Greenlaw
 - Have it finished in spring and summer 06
- What process should be followed to create evening classes?
 - Provost has to sign off-not really excited, but willing to go along
 - Focus on graduate, but will go after anybody
- Scott and David need to meet with Anna and Bruce to figure this all out
- Is there anything Jerry needs to give to facilitate between Facilities Planning, the Provost, and CDAC?
- David doesn't know right now what is going to be discussed

Is there an easy list of what rooms are under construction and what the dates are?

- Put the Microsoft Project Gantt Chart on the CDAC website for easy access
- Jeremiah would like to create a short list to put online that has dates and which buildings are going under construction
- Do a mouse-over that would give more detail-Jeremiah could have something to put together after Jerry and Rita figure out a calendar

Old Business:

- Covered Saunders
- No new information on New West
- All comments been submitted and accepted

Meeting adjourned 2:24 PM

