

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	April 19, 2010
Time	9:30 to 11:00 a.m.
Location	320 Halle
Attending	Dennis Beagen, Michael Bretting, John Boyless, Steve Camron, Dave Crary, Matt Evett, Raymond Lucas, Eric Owen, Joe Scazzero (for Mary Vielhaber), Barbara Scheffer, Wade Tornquist (chaired), Fraya Wagner-Marsh
Absent	Sean Braden, Mary Brake, Sandra Hines, Bob Neely
Guest	Steve Dotson, Director, General Tech and Web Support, CAS

I. Approval of minutes from March 12, 2010

Motion: Moved by Dave Crary to approve minutes from March 12, 2010. **Motion carried:** 11 yes, 0 no, 1 abstention.

II. CAS Technology – Steve Dotson

1) Computer Issues

Steve Dotson explained that when Pray-Harrold closes for renovations there will be 85 computers, currently in four labs, for which there are no current plans. These could be stored; used in existing labs, if wanted; used in trickle down within CAS, Academic Affairs or the campus in general; or stored for use when the building reopens. Eric Owen stated that most of these machines are due for replacement under lab refresh within the next year or so.

Motion: Moved by Fraya Wagner-Marsh that these computers be redeployed and that Steve Dotson be given the task to communicate with the other colleges to determine if they have a need for these machines in the following order: first, in the computer labs in CAS; second, in Academic Affairs; and third, across the campus in general. Seconded by Dave Crary. **Motion carried:** 12 yes, 0 no, 0 abstentions.

2) Reassignment of digital projectors

- Steve Dotson stated that there are approximately sixty ceiling mounted Hitachi projectors that will be taken down during the renovations. The current plan is to replace all of them. A number will be used in transition rooms on carts, leaving approximately twenty to thirty units. A number of Departments can use some of these to replace inferior projectors they currently have on carts, some spares will be kept, and there will be a number available.
- Wade Tornquist stated that these will be redeployed to transitional classrooms for the next academic year. Emergency classrooms will be supplied and then, based on a reinventory of classrooms, projectors will be deployed where needed.
- Steve Dotson is working with Chris Longerbeam from the Physical Plant regarding how these will be mounted. While carts are a significantly cheaper option, security issues must be kept in mind. Projectors will be attached to carts or to fittings not easily moved within the room. The possibility of asking the Physical Plant to provide a

student worker to go through buildings at 10 p.m. to make sure rooms are locked was raised.

- There are twelve projectors designed for distance use available for use in large rooms.

III. COT Project Requests - John Boyless

Two Capital Project Request Forms were discussed, one for the division of a single room into two in Sill Hall and the other for a total kitchen renovation for use by the Hotel and Restaurant Management program in Roosevelt.

Motion: Moved by Michael Bretting to recommend these requests to the Provost for prioritization. Seconded by Raymond Lucas. **Motion carried:** 12 yes, 0 no, 0 abstentions.

Motion: Moved by Dennis Beagen to support the creation of a plant fund for these projects. Seconded by Dave Crary. **Motion carried:** 12 yes, 0 no, 0 abstentions.

IV. EEFC Survey - Joe Scazzero

A handout of the survey emailed out to faculty was provided to the committee. As of 4/19/10, there were 190 responses. The subcommittee will analyze the responses and put them up on the website.

With regard to the responses to survey questions relating to building administrators, Matt Evett commented that there is a need to educate faculty as to the function of the building administrator, who the building administrators are, and when they should be contacted. This information should be accessible to all faculty who will be teaching in buildings with which they are not accustomed. With regard to problems encountered related to swing space, a protocol needs to be developed by departments or colleges and communicated to faculty. Wade Tornquist suggested that it might be a more efficient use of faculty members' time to contact their department and let the department interface with the building administrator. Dave Crary suggested that a one-page summary of the procedures to follow if problems are encountered be made available to faculty.

In a discussion of how to handle problems which can't be solved by building administrators or that might arise after office hours it was suggested that:

- Campus security be on hand for first week of classes to open locked rooms in the evenings.
- Faculty be asked to visit their new classrooms before their first class.
- An online page of FAQs be created.
- The Provost send out a communication asking for cooperation in assisting faculty teaching in buildings with which they are not familiar.
- A designated person be available after 5:00 p.m. for each building and their contact information be posted in every classroom in that building. This could be a student worker or GA.
- Support be made available for at least the first week of classes.
- Wade Tornquist suggested that a team of problem solvers work on this consisting of Steve Dotson, Matt Evett, Dave Crary and himself.

V. Swing Space – Dave Crary

Dave Crary stated that the big enrollment increase in fall has lead to a greater space crunch than previously anticipated. Department heads have concerns regarding the suitability of space and equipment available in the classrooms. Over summer adjustments to realize a better match of space and

equipment need to be made. To this end, the Provost's Office needs to work closely with the associate deans and department heads.

Michael Bretting commented that the needs of COE are not being addressed and this will cause major issues come fall. One hundred and thirty sections of COE classes are being exported out of the Porter Building and four hundred and seventy-eight are being imported. After initial discussions, it was anticipated that perhaps 90% of the college's needs would be addressed, but now over 50% of its classes are being exported elsewhere. The Ph.D. program will not be in its own building and there are no rooms available for NCATE use for the October accreditation visit. The projected \$5.5million surplus should be used to buy a small fleet of trailers. Steve Camron--whose memo summarizing the reaction of the faculty in the Department of Special Education was distributed to committee members—stated that 60% of his department's sections are being displaced from Porter and that it is not a matter of not being willing to share space, but of what makes sense.

Wade Tornquist stated that the scheduling system's first priority, when space is very limited, is to place as many sections as possible, after which it considers faculty preferences in making placements. Space is at a premium for fall, many classes require specialized classrooms, not all relevant information was supplied on classroom requirements up front, and right now every classroom in the system is being scheduled for fall. Scheduling is not yet at a point where there is a clear enough lock on classrooms to allow spaces to be traded outside the confines of the scheduler.

In a discussion of the regents' objection to trailers, it was mentioned that this was first made before the enrollment surge. While there may be enough space to house all classes, it is not the right space. A major issue with scheduling is the size of the rooms, as in Porter, where small classes are held in large rooms.

Motion: Moved by Dave Crary to recommend that the Provost's Office work directly with the college deans to find the greatest efficiency, both pedagogically and on the basis of space utilization, to arrange swaps in currently assigned classrooms and that it reports back to this committee on a regular basis. Seconded by Steve Camron. **Motion carried:** 12 yes, 0 no, 0 abstentions.

6. EE&FC and safety issues – Dave Crary

The Provost has brought up the issue of reporting building related safety issues and this committee seems like the logical selection. The question was asked if a subcommittee was constituted to deal with this. It was agreed to leave this matter as open ended due to time constraints at this meeting.

7. How to function more effectively as committee in the future – Dave Crary

It was agreed to discuss this at a later date due to time constraints at this meeting.

8. The next meeting will be held on Monday, May 17th from 10:30 to noon.