Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	February 17, 2011
Time	10:00 am to noon
Location	302 Student Center
Voting Attending	Dennis Beagen (co-chaired), Rita Bullard, David Crary (co-chaired), Matt Evett, Ali Eydgahi, Sandra Hines, Sylvia Bethea (alternate for Jon Margerum-Leys), Eric Owen, Steven Webber
Non-Voting Attending	Colin Blakely
Absent	Steve Camron, John Donegan (non-voting), Fraya Wagner-Marsh, Elaine Logan, Don Ritzenhein, Barbara Scheffer, Wade Tornquist, Mary Vielhaber

This is an informational meeting only because there wasn't a quorum present at the start of the meeting.

I. Approval of Agenda - TABLED
No changes or additions to the agenda as presented.

II. New Members
Steven Webber, Assistant Professor, Interior Design. He started this position at EMU in Fall 2010. He is the faculty representative from the College of Technology.

III. Review and approval of minutes from February 3, 2011 - TABLED

IV. AY 2012 Computer Refresh Proposal: Eric Owen
- Eric Owen distributed the EEFC Computer Lab Refresh Master 2011/2012 which lists all the labs the EEFC considers to be part of their computer refresh program. The historical budget amount for computer refresh is $150K.
- There are two very old CAS labs that weren't refreshed last year because Pray-Harrold was closed. They will need to be refreshed this cycle.
- The EPEO labs were officially added to the EEFC computer refresh a couple of years ago. There are two EPEO labs that need refreshing. Last year an EPEO lab was refreshed by a Provost's Commitment arranged by Bob Neely.
- Two Library labs are completely without machines since these labs were cleared out and used as Computer Science classrooms during Swing Space. One of these labs (G07A) is the largest, most used lab in the Library. It will need to have machines so it can be used as the Library lab after Computer Science moves back to Pray-Harrold.
- Matt Evett asked how the refresh money is used for the different types of computer labs (IT, EEFC, department specific) on campus.
- Eric Owen still needs the list of additional department/college specific labs from some of the colleges.
- According to the current data, EEFC computer lab refresh is on a 7.39 year cycle, when you add the additional machines of which Eric Owen is aware, it increases to 8.4 years, and will the potential CAS lab addition it may increase to at least 9.4 years.
- Eric Owen needs the complete data of all computer labs in CAS, in all programs and buildings, not just Pray-Harrold. Carl Powell would like the data to use for technology planning and funding requests.
- Dennis Beagen brought up a previous conversation regarding cloud technology for students with laptops and also for the computer labs. This will decrease the number of labs/machines needed. A pilot program was suggested.
- Should we require that students are required to have a laptop? Matt Evett added that it is a cost issue, pointing out EMU's affordability as a selling point with students.
- Dennis Beagen told of a program at another institution that has an agreement with Apple to lease the computers for the students and at the end of four years the students have the option to purchase the computer. This may be possible for piloted programs, and he hopes these conversations with vendors are taking place. Steven Webber added that it may become more affordable to students if it was university or program wide

because the price would be decreased, but also could be part of the [student] loan package.

- Eric Owen suggested that Dennis Beagen approach Ron Woody with a proposal for a pilot program.
- Eric Owen added it is key to well publicize the requirements of the program so that the students know that a laptop is a program requirement.
- Matt Evett said that we could see cost savings if these piloted programs are introduced because it will cut down on the number of computer labs needed.
- Sandra Hines asked if there is a way to determine each labs' usage. Matt Evett explained that this had been done several years back by having someone visit each lab in Pray-Harrold every hour and doing a physical count of users. The usage varied. Eric Owen added that there hasn't been an overarching survey showing lab usage. The Library knows when a lab is used (reserved) but not individual computer usage.
- Ali Eydgahi asked if there is a computer loan program in the Library. Eric Owen replied that the Library is currently looking into this option. The Student Center has a small Dell laptop circulation program for the Student Center only.
- David Crary summarized the following: will items 4 and 5 on the Computer Refresh Master remain on the EEFC computer refresh or will they be funded by the Provost's Office, and items 6 and 13 have no machines at all and need refurbishing. Matt Evett suggested Eric Owen speak with the Computer Science department about equipping the Library lab with the old Computer Science machines.
- Matt Evett suggested that we pursue the student laptop pilot program. Eric Owen said that he would speak with Ron Woody, and Matt Evet would speak with Carl Powell. David Crary asked Matt Evett to work up a resolution regarding a pilot program for next meeting.
- Dennis Beagen asked about the funding for the EPEO computer labs, why didn't the funds come to the EEFC computer refresh program along with the expense. Eric Owen suggested that the co-chairs pursue this.

V. Classroom Equipment Subcommittee – Preliminary Report
A. Survey posted February 11-25. Reminder early next week. Robertta Goffeney will send the reminder email Tuesday, February 22, 2011.
B. Preliminary responses? – copy of survey results will be distributed with the meeting minutes
- 247 responded to the survey as of 8:30 am, February 17, which is more than expected and there's still a week left to respond.
- Preliminary results show that digital projector, screen and computer were the top three "very great importance" while annotator pad, copy cam and microphone were "little or no importance". However, 'Other:Specify' received the greatest responses in the "little or no importance".
- For courses taught this semester, the following were used the most; digital projector, screen and computer.
- Screen, digital projector and computer were the three most selected items for usage if available in every classroom. The committee was surprise at the high response for computer in the classroom. This brought up the question of how many faculty members get laptops during computer refresh. Matt Evett remembered a previous conversation with Ron Woody that only 10% or 18% of faculty have laptops. Not all instructors want to carry a laptop around campus with them. Eric Owen also added that part time lecturers do not get a computer.
- Another significant finding was group work space, at 44%.
- As to satisfaction with current classroom technology the breakdown was as follows: Very Satisfied-7.7%, Somewhat Satisfied-41.1%, Neither Satisfied nor Dissatisfied-8.5%, Somewhat dissatisfied-27.8%, Very Dissatisfied-14.9%
- The breakdown by teaching classification of responders: Faculty-67.6%, Full-Time Lecturer-6.5%, Part-Time Lecturer-25.9%
- The breakdown by college of responders: CAS-60.3%, CHHS-15.7%, COB-6.6%, COE-12.8%, COT-5.4%, Other-0.8%
- David Crary added that John Donegan wants a recommendation from this committee regarding clocks in classrooms. David Crary emailed John Donegan for the cost of an automatic reset clock. This issue will be referred to the Classroom Equipment Subcommittee.
C. Next Subcommittee meeting?
- David Crary will schedule the next meeting. David Crary invited Steven Webber to join the Classroom Equipment Subcommittee. Steven Webber accepted.

VI. Faculty with Shared Offices

- Data collected-MJ/PH, COB, COE, CHHS, COT
- David Crary hasn't compiled the complete faculty office data but a basic summary is as follows:
  - Mark Jefferson – everybody's good
  - Pray-Harrold – significant overcrowding
  - College of Business – good shape
  - College of Education – pretty good, only part-time lecturers sharing space
  - College of Health & Human Services – some doubling of offices, some faculty in Porter
  - College of Technology – significant problems
  - Non Pray-Harrold CAS buildings – significant problems **(data still needed)**
  - Library – all tenure track faculty have own offices
- Faculty office overcrowding is a high priority of the Provost

VII. Safety
A. King Hall steam pipe leaks
- Steam pipes in three offices were leaking significantly within the walls. The faculty member in one office contacted Health & Safety department several times, which was non-responsive. Eventually Health & Safety asked the Physical Plant to paint the walls, but when the paint wouldn't stick, the Physical Plant staff cut a small hole in the wall and the water flooded the room. Because of the difficulty in getting this resolved, the AAUP and Don Ritzenhein intervened and things were resolved very quickly after that.
B. Need system for better coordination among responding departments
- David Crary explained that safety issues are the responsibility of the EEFC, and he wants this on the agenda for input and possible solutions from other members.
- Dennis Beagen suggested we invite Kathryn Wilhoff to a meeting to discuss the best way to handle these situations. He also suggested that the building administrators are a resource for such things.

VIII. Arts Village – (Preliminary item-if presenter is available)
- Dennis Beagen explained that many of the buildings used by CMTA and the Arts programs are old and outdated. There are accessibility and safety issues, not to mention overcrowding. The work on the Arts Village was revived by John Donegan. After hearing about it, he hired an architect to work with the interested parties. The proposed center would use the existing building and blend the old with the new.
- Dennis Beagen continued by stating that the highly visible east side of campus is old and needs much work. In addition to being highly visible because of the performance venues, it is also the window to many students and parents from Oakland and western Wayne counties.
- Dennis Beagen distributed an artist rendering of the proposed Arts Village, which updates Goddard and connects to Quirk. He also distributed the EMU Capital Outlay Request for FY2010.
- Colin Blakely supervises 11 buildings, and has programs in 8 buildings. Dennis Beagen has programs, faculty or students in 5 buildings. When Dennis Beagen became department head, CMTA had 300 majors; currently it has 1000 majors and 400 minors. Similarly student credit hour production when he became department head was 18,000, this year it will be 42,000. CMTA has 30 faculty, 10 full-time lecturers, and 35 part-time lecturers. It has 14 programs. CMTA has more people housed in Pray-Harrold than in Quirk, and only one in Quirk has own office, and only because it's too small to share.
- Colin Blakely joined the meeting. He clarified that he supervises 6 buildings, which are scattered throughout campus.
- Dennis Beagen invited Colin Blakely to share his department's challenges and dreams for the Arts Village. Colin Blakely's primary challenge is the internal fracturing of the physical space. Arts used to be housed in Sill Hall but gradually have moved to different buildings around campus. The programs are housed in buildings that were meant for other programs, not designed for arts programs. Programs which should be housed together are housed in buildings physically far apart.
- David Crary asked for the size of the arts program. Colin Blakely stated that his department has 26 full-time faculty, 2 full-time lecturers and about 20 part-time lecturers, with 500 majors across seven different programs.
- The next challenge is the interdisciplinary opportunities with CMTA, specifically new media.
- There are many opportunities for collaboration between CMTA, Music and Dance, Technology, and the Arts.
- Dennis Beagen shared his belief that EMU has an opportunity to be uniquely competitive with the creation of the Arts Village.
- Eric Owen asked about the potential for consolidation of facilities and how many buildings would be freed up

for repurposing. David Crary clarified this by explaining the Physical Plant 5-Year Master Plan, specifically the plan for refurbishing a couple of floors in Goddard as the beginning of the Arts Village project.

- Colin Blakely explained that there is one short term item which needs addressing, and that is the Sculpture Studio. He also stated that Goddard is not ideal for sculpture because of the size of the rooms in Goddard compared to the size of the materials and accessibility of the delivery of materials to Goddard.
- Eric Owen expanded on his initial statement if the proposed Arts Village became a reality, how many of the buildings currently used by the arts will be freed up for other uses.
- Matt Evett explained that the selling point of the Arts Village is the vacating of the other buildings for other uses. Colin Blakely said that if the Arts Village became a reality, the Arts would vacate Ford, Sherzer and Briggs, along with the graduate studios in King.
- David Crary recalled the most recent cost estimate for the Arts Village project from 2009 was $90-$100 million. Matt Evett asked about the square footage of the proposed village. Colin Blakely said the original architecture work called for 175K sq ft to be remodeled and 170K sq ft to be new space.
- Dennis Beagen inquired if the project could be done in steps; first the existing buildings remodeled then the new building built to connect the buildings.
- David Crary suggested that Dennis Beagen, Colin Blakely and a representative from COT get together to discuss how best to use the proposed renovated space in Goddard.
- Sandra Hines suggested the gym in Roosevelt for the sculpture studio, but ROTC uses Roosevelt.

IX. Capital Spending Project – For follow up at March meeting
A. Resolution form February 3 meeting
- The committee reviewed the edited resolution prepared by co-chairs David Crary and Dennis Beagen
B. Provost – Library requests
- Dennis Beagen added that during an update meeting with the Provost, he and David Crary discovered that two small library requests have been submitted to John Donegan and added to the Capital Plan.
C. Mention Strong as first in line
- David Crary said that the resolution needs further refining, specifically that Strong is part of the resolution and first in the Capital Plan.
D. Mention move of COB to central campus as longer-term goal?
- Also during the Provost Update meeting, one of the Provost's requests is to bring the College of Business back to the main campus. This is a long-term goal. Eric Owen inquired where COB would be located. David Crary replied that he and Dennis Beagen will contact John Donegan prior to the March EEFC meeting regarding these items. Hopefully during the March meeting, John Donegan will have an update for us.
E. King and McKenny?

X. March 17 Agenda Items

XI. Winter Term Meeting Schedule / Times

January 20, 2011	10 am to noon	302 Student Center	Completed
February 3, 2011	10 am to noon	304 Student Center	Completed
February 17, 2011	10 am to noon	302 Student Center	Current
March 17, 2011	10 am to noon	302 Student Center	
April 21, 2011	**10:30 am to 12:30 pm**	302 Student Center	

Meeting adjourned 12:00 pm