

**Eastern Michigan University
Division of Academic Affairs**

Educational Environment and Facilities Committee

Thursday, February 23, 2012 (10:30 a.m.-Noon)

472 Owen

- I. (10:30) Approval of agenda
- II. (10:32) Approval of minutes from January 19, 2012
- III. (10:35) December Classroom Equipment Recommendation
 - A. Faculty Senate support/feedback (Crary-see next page)
 - B. Implementation planning (Carrol)
 - C. Problems with PH/MJ equipment and action plan (Tornquist-see next page)
 - D. Computer lab refresh (Owen)
 - E. Start of Semester emails re: classrooms (Tornquist-see next page)
- IV. (11:05) Asset Preservation
 - A. Sill Blitz (Keller)
 - B. Other colleges-completion of templates
- V. (11:15) Faculty Offices
 - A. Survey-COT 23 faculty with shared offices, COE none, OTHERS??
 - B. King Hall Student project (Webber)
 - C. other possible space-Goddard?
- VI. (11:30) Physical Plant Updates (Donegan)
 - A. MJ renovations timeline
 - B. Strong Hall review of scope
 - C. PH wireless
 - D. Rackham renovations
- VII. (11:50) East Campus Access (Beagan-in abstentia)
 - A. Theater access problems
 - B. Tie-in with Arts/Tech Village
- VIII. (11:55) Next Meeting – Agenda items?
- IX. (12:00) Adjourn

Winter Term Meeting Schedule/Times:

Thursday, January 19, 2012 - 10:30 am to noon, 206 Sill (Completed)

Thursday, February 23, 2012 - 10:30 am to noon, 472 Owen

Thursday, March 22, 2012 - 10:30 am to noon, 218 Pray-Harrold

Thursday, April 26, 2012 - 10:30 am to noon, 114 Strong

Item III. C. Faculty Senate Resolution adopted Feb. 15, 2012:

The Faculty Senate accepts the **EEFC** December 2011 Classroom Technology Proposal as a crucial step in supporting and enhancing educational delivery at Eastern Michigan University and recommends its implementation, with reliable equipment, as a high priority.

The Faculty Senate further recommends that the **EEFC** consider in more detail:

- 1) adequacy of technical support for existing equipment.
- 2) providing campus-wide tech support for evening and weekend classes, at least at start of each semester.
- 3) maintenance, reliability and use-friendliness of current equipment.
- 4) supplying in-class reference manuals for use of equipment and "Help" contact information.
- 5) adding lecture capture as an additional enhancement for classroom equipment.

Item 3. C. Problems with PH/MJ equipment and action plan (Tornquist)

Unfortunately, the CAS Tech team is spending what I consider to be an excessive amount of time chasing problems in PH. I was/am very concerned, so I asked to meet with the AV design team and vendors. [It's the same group for both PH and the Science Complex, so we discussed AV in both buildings.] We met last Friday (Jan. 27).

I led off the meeting with the questions: Are the AV installations poorly designed/not robust enough for a typical user? Or is the design such that it increases the rate of user-induced problems? Is the design intuitive? Or is it going to require more training than is practical for us? Did we select a set of inferior products?

Here is a brief summary of what we are going to do:

- (1) The AV design project manager (you remember Scott Brune) will do a room-by-room inspection and develop an AV punch list for each classroom.
- (2) The AV vendors will return to campus to correct the punch list items.
- (3) The AV design project manager will sign when the items are corrected.
- (4) At the same time, we will do what we can to reduce the number of ways users "can make things worse" when the equipment isn't functioning properly.
- (5) We will then monitor the failure rates, determine how many failures can be attributed to equipment/design, and how many can be attributed to users.

Our suspicion is failures encourage users to do their own troubleshooting and create their own workarounds, which causes them to leave the AV equipment in an unorthodox state for the next user.

If we can get all the equipment operating as the designer specified--and we confirm it by the designer signing off on the newly completed punch list--then we should reduce the rate of AV problems, and the users will have no need to troubleshoot or to create their personal workarounds.

III. E. Start of Semester emails re: classrooms (Tornquist)

Brian Hoxie took care of this during the swing space semesters. He left EMU during the summer of 2011, so it went undone for fall 2011.

Rhonda Longworth wanted to continue this practice for the start of winter semester.

Unfortunately, she and I didn't allow enough time to research who Brian's contact was in IT.

We now know it is Sarah Pyle. We'll do a better job preparing those announcements for summer semester.