

Meeting Notes

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

I. Approval of Agenda

No changes or additions to the agenda as presented.

Motion: Moved by Eric Owen to approve agenda. Seconded by Fraya Wagner-Marsh. **Motion carried:** unanimously

II. Review and approval of minutes from February 3, 2011 and February 17, 2011

Motion: Moved by Eric Owen to approve minutes from February 3, 2011 and February 17, 2011. Seconded by Ali Eydgahi. **Motion carried:** unanimously.

III. AY 2012 Computer Refresh Proposal: Eric Owen

A. Normal time-based ranking

- Eric Owen distributed an updated EEFC Computer Lab Refresh Master 2011/2012.
- Expended funding for this year's refresh is the standard \$150k.
- Report includes a count of all lab machines in Academic Affairs, which is 1,476 for a refresh cycle of 9.28 years.
- Critical refresh needs are the three skipped Pray-Harrold labs, the two EPEO labs and the Library labs that were dismantled to accommodate swing space needs. The library labs are completely without computers.
- Ranking will wait until specs (cost) for this year's computers are established.

B. Special consideration

- Computers moved out of library labs
- Extended Programs labs
- Wade Tornquist added that there is a new drop-in lab in Mark Jefferson, but he's hoping IT will be responsible for that lab. Also in Mark Jefferson there will be a shift in the current Psychology lab to a community lab, with the promise of a more modern lab after construction. Pray-Harrold will also have a new classroom computer lab, which will need outfitting with computers.
- Dennis Beagen brought up the need for increased refresh funding because of the increase in number of labs under the EEFC's purview.
- Elaine Logan asked the status of the initiative to reduce the number of labs? Wade Tornquist said that he learned during Swing Space scheduling that finding available classrooms with computers was not difficult. He also observed that instructors, who never had access to a computer lab classroom, have changed their instruction now that the labs are more readily available. Instructors prefer classroom labs as opposed to laptop carts.
- Barbara Scheffer added that labs are also used for standardized testing.
- David Crary summarized the need for additional funding for each refresh cycle
 - Wade Tornquist said that consideration should be made to use the current labs more efficiently, utilizing available labs in other buildings. Additionally, Matt Evett added that when new labs are created, continuing support of those labs must be part of the equation. Usage studies would be helpful in determining the actual computer lab needs. Wade Tornquist said he has readily available lab usage reports he can provide the committee. Computer labs efficiencies should be pursued in order to reduce the number of overall labs. The labs need to be designated in categories. Drop-in labs need to be consolidated, that was the way the library designed.
 - Eric Owen requested that the Associate Deans obtain the usage data for their respective labs

- Should external funding be pursued? It has been done in the past, but it is usually a one-time donation for a lab. Can an endowment be established?
- C. Related Item: Possible one-year suspension of faculty computer refresh?
 - Eric Owen stated that he wasn't sure of the one-year suspension of the computer refresh, but may extend the cycle to a four-year replacement cycle for the full-time faculty and staff.
 - Extending the cycle increases the use of the machines, and affects the trickle-down process.
 - Matt Evett explained that if Computer Refresh changes to a four-year cycle, the implementation of the policy would need to be done incrementally.
 - If the refresh cycle is increased, the machines will be out of warranty before their eligible for refresh. That could produce additional costs to the colleges because they would need to repair and/or replace machines.
 - David Cray shared his decision to defer his personal computer refresh because of the challenges a refresh can bring. Could there be voluntary deferments? Also, IT should set aside funds for repairs and replacements.

IV. Classroom Equipment Subcommittee – Preliminary Report

A. Survey posted February 11-25.

B. Response Summary

- Eric Owen distributed final Classroom Technology Survey Summary Results, which doesn't contain the results of the open-ended questions or comments.
- Steven Webber briefly reviewed the open-ended questions and comments with the committee.
 - whiteboards are generally favored over chalkboards, clickers would be helpful to keep students engaged, video and audio conferencing capabilities (Skype) are desired, ability to project images and use whiteboard or chalkboard simultaneously (David Cray explained that in Pray-Harold this matter is being addressed), reliable wi-fi access for professor and students, tablets (iPad), lecture capture technology, access to EMU Library resources, flexible furniture (moveable tables and chairs), furniture to accommodate the disabled/obese, and adjustable lighting
 - Respondents noted direct correlations between the technology in the classroom and
 - difficulties in teaching
 - student retention and recruitment
 - Labs' technology should be customized to specific programs (i.e. not all labs should be the same)
- Eric Owen summarized main issue identified in this survey; 88%-89% of respondents believe they need a computer in the classroom, but this is not the direction we are moving in, especially with regards to Pray-Harold. The other highly desired technology item is digital projection/screen, and we are making significant improvements in this area. Additional desired items are a sound system and DVD player.
- Eric Owen noted that for the remainder of the items on the list, there was some confusion as to what some items were and their uses.

C. Subcommittee preliminary proposal (meeting 3/13/2011).

- Eric Owen suggested that a good guide for modifying the current classroom technology recommendations is to add any items with a greater than 70% recommendation rate.
- Steven Webber inquired if lighting fell under classroom equipment. Dennis Beagen added that technically it may not, but it is very important to instruction.

V. Safety

Dennis Beagen explained that recent safety issues have made it necessary to discuss the proper channels/procedures for reporting building problems.

A. List of building administrators

- Maintained and published by Physical Plant, but relies on the individual buildings to inform Physical Plant of any updates.

B. Reporting and response procedures

- All building issues should be reported to the department head that can then follow up with the building administrators.
- Wade Tornquist reminded the committee that the heading for this item is safety but what is really being discussed are building and classroom issues. All true safety issues should be referred to Public Safety.
- Matt Evett observed that it seems to be an educational issue.
- Wade Tornquist suggested the following reporting protocol: Faculty member report issue to Department Head/

School Director or senior secretary, who should report it to the building administrator. If a DH/SD doesn't know whom to call they can contact their associate dean. This reduces/eliminates duplicated reporting of the same items and will also facilitate the necessary follow-up.

- John Donegan added that the current system of reporting these instances is the problem. He proposed one phone number to report all problems. This center is manned 24/7 and calls are triaged to the proper department or personnel.
- Barbara Scheffer added that Mr. Goodwrench is such a system, but John Donegan reminded her that that system is for routine maintenance not safety issues.

VI. Capital Spending Projects

- John Donegan explained that he presented his Capital Plan to the Board during their retreat, and that no action was taken on this submitted plan. The reason for this inaction was the anticipated announcement by the governor later that week.
- John Donegan took and received bids for the relocation of the Children's Institute to Fletcher, but he is waiting for the bids to be approved and signed. He believes that the cost is a concern, but this move has been budgeted.
- There are still plans for Health and Human Services to move to Rackham after the Children's Institute's move to Fletcher.
- Keyless locks in First Year Center, in addition to installing glass towers on the stairwells are scheduled.
- Bowen parking lot is scheduled for renovation and it currently out for bid
- John Donegan believes that he's currently in a wait-and-see stage until things are finalized regarding the budget.

A. Resolution from February 3 meeting-Stated that resolution would be refined

- David Crary distributed February 3, 2011 EEFC Resolution and proposed revisions.
- Eric Owen suggested that the Integrated Arts Village be added to the resolution, a part of the Strong paragraph.
- Add an introduction to the Strong sentence.
- John Donegan shared with the group his recent attendance at a conference of his peers and during their discussions John learned of the push by the community colleges to offer four-year degrees. He further explained that such a proposal might redirect state capital funds to the community colleges from the state universities. In order to prevent this, John Donegan suggested that the committee prepare and pass resolutions for the outside community (legislators, community members) stressing the importance of and difference in an EMU education.
- Dennis Beagen suggested adding "To insure the completion of the new Sciences Complex" to the beginning of the Strong sentence in the resolution.
- Matt Evett added that the community college situation has been ongoing for over 18 months. He suggested that a resolution prepared for an outside audience would need stronger language.
- David Crary suggested a small group, coordinated by Dennis Beagen, to work on revising the current and/or creating new resolutions.
- General consensus of the content of the current resolution
- Need to have a resolution to present to the Board of Regents' April 15, meeting
- Should use email to distribute the 'polished' resolution and get approval by the committee
- In April committee should work on crafting a resolution for the outside audience.

Motion: Moved by Matt Evett to approve general content of resolution as modified with the understanding that an ad hoc editing group will wordsmith for final submission. Seconded by Eric Owen. **Motion carried:** unanimously

B. Add Goals?

- Faculty Offices
- Room for over-crowded or expanding programs
- Space-consolidation for programs housed in scattered locations
- Eventual return of COB to central campus

C. Specifics

- Mention Strong as first in line for state funding?
- Emphasize need to complete Children's Institute move by August?
- Add Library requests?

VII. April 21 agenda items?

- Follow up on above items?

- McKenny classrooms?

Talk of perhaps using McKenny for COB to hold classes on central campus. Freda Wagner-Marsh said that the COB is not interested offering classes on central campus at this time.

- Future meetings-Spring? Schedule fall meeting times?
 - Robertta Goffeney to send out a survey for possible fall meeting times?
 - Fraya inquired if current faculty members will still be members in the fall, if not, wouldn't the survey of fall meeting times be inaccurate? The committee agreed to wait to schedule the fall meetings until the new members are named.
- Steven Webber asked about the laptop requirement discussed during the February meeting. David Crary said that Matt Evett was going to discuss possible pilot programs. Eric Owen said that he had a brief discussion with Ron Woody, but that the committee would have very little involvement in this if it went forward.

VIII. 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	Completed
March 17, 2011	10 am to noon	302 Student Center	Completed
April 21, 2011	10:30 am to 12:30 pm	302 Student Center	

Meeting adjourned 12:00 pm