

Meeting Notes

| Item | Description |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name/Title | Educational Environment & Facilities Committee |
| Date | March 22, 2012 |
| Time | 10:30 am to Noon |
| Location | 218 Pray-Harrold |
| Attending | Rita Bullard (f-AAUP), Jim Carroll (a), David Crary (f), John Donegan (non-voting), Matt Evett (f), Sandra Hines (f), Eric Owen (f), Shawn Quilter (a), Barbara Scheffer (a), Wade Tornquist (a), Mary Vielhaber (f), Fraya Wagner-Marsh (a) |
| Absent | Dennis Beagen (a), Caroline Gould (f), Don Keller (a), Steven Webber (f), (Library (a) vacant) |

Meeting convened by Jim Carroll at 10:35 am.

I. Agenda approved as distributed

- Moved by Eric Owen, seconded Fraya Wagner-Marsh, approved unanimously as edited

II. Review and approval of February 23, 2012 meeting minutes

- Moved by Eric Owen, seconded by Fraya Wagner-Marsh, approved by all with one abstention

III. Faculty Offices

a. Survey-COT 23 faculty with shared offices, COE none, OTHERS?

- No CAS shared faculty offices in Pray-Harrold; Science Complex will be fine after construction complete. Offices problem in Alexander, Quirk
- COB has no faculty sharing offices
- Barb Scheffer will get Marshall's data

b. King Hall Student project (Webber)

- Due to Steven Webber's absence, this item moved to April agenda

c. Other possible space-Goddard?

- Wade speaking with John Donegan about using Goddard for faculty offices
- King is a solution is as a space, but far away from Quirk
- Goddard closer to Quirk for CMTA faculty still function as a department
- Move World Languages to King, then move CMTA in to Alexander
- Which is a better investment for the funding? Will Goddard be used again or absorbed as part of Arts/Tech Village?
- King doesn't have cooling – could install same system as installed in Sill, and Quirk
- Replace windows in King, add the split units (heat pumps)

IV. East Campus Access

a. Theatre Access – East Campus entry problems

- Approach to theatre area is not indicative of arts area. Banners with sports figures, not arts
- Rename campus road "Avenue of the Arts", add some sculpture, change banners
- Add brick-column, wrought iron fence around parking lots (public safety endorses)
- After EMU fix, approach city for improvement area – keep city informed
- Wade will work with Dennis Beagen to develop a plan for the April meeting

b. Tie-in with Arts/Tech Village (discussion last year of phased steps)

- No activity

V. Classroom Equipment

a. Inventory process

- Wade Tornquist and Bill Shell met with the college tech people, inventoried projectors, document cameras and computers (if applicable). The models and dates of purchase are included in the inventory. Will be able to query inventory.
- Need to update classroom definition

- Only using 350 classrooms (many others left over from swing space). Inventory about 300 rooms. May be able to decrease the refresh cycle.
- b. Budget request (Carroll-see attached)
- Will be a partnership between Academic Affairs and IT. Plan to get every classroom to minimum level. Based on 719 classrooms with 7-year refresh cycle.
 - Do instructional labs and art studios need projectors? Yes.
 - What are smallest rooms (some are capped at 15)? Do these small rooms need a projector?
 - Is Halle included? Not used as regular classrooms. David Crary says some should (1/3). Computer labs, instructional labs? Wade Tornquist and Eric Owen will work to determine which Halle rooms need basic equipment.
 - Rackham rooms with projectors – only biology lab. Need to discuss Rackham room usage.
 - Thin Client is server dependent. Will only use as experiment in specific building, college, etc. May be able to upgrade classroom technology with thin clinic. Thin client has ability to configure for each user. Thin client not able to play DVD, could use thin client along with old desktop computer for this purpose.
 - What should the cycle be? Four or five year cycle?
 - General Proposal – Matt Evett will present Jim Carroll's proposal to Faculty Senate
- c. Computer lab refresh-brief discussion-Action Item for April (Owen)
- Last of 2007 refreshed labs will be refreshed this year. Waiting for computer pricing (PC and Mac) from IT. Will recalculate costs accordingly.
 - Fraya Wagner-Marsh moved to recommend 2011-2012 Computer Refresh as presented by Eric Owen. Seconded by Wade Tornquist. Passed unanimously
- d. Faculty/Staff Computer Refresh (it is back)
- For every computer being refreshed, one needs to be returned. Purpose is to get all the old machines out of the system.
 - Faculty will be refreshed before staff. Colleges no longer need to provide computers for new faculty members; this is now part of the system. Refresh list will be very fluid, determined by age of machine.

VI. Fall Classroom Utilization Report (Tornquist)

- a. Resource 25 canned reports. Space utilization reports from Fall 2011
- About 65% of seats used during Fall 2011, with Monday through Thursday usage at 44% of clock hours scheduled for a net utilization rate: 28%
 - The report also showed that specialized classroom usage is less than general classroom usage. This is the problem with creating too many specialized classrooms, poor use of our resources.
 - The classroom capacity report showed which sized classrooms are used most and which are most needed. This will help in determining where to focus improvements.
 - Final analysis showed there is plenty of classroom space for increasing Campus Carrying Capacity. We just need to schedule more efficiently.
 - Could we benchmark against other institutions

VII. Physical Plant Updates (Donegan)

- a. Sill Blitz/Next Steps?
- \$100K spend at Sill for improvements. Will need to do this with other buildings
- b. Other (MJ, Strong, Rackham, etc?)
- Rackham and Mark Jefferson moving forward

VIII. Next Meeting (April 26, 10:30-Noon, 114 Strong):

Meeting adjourned at 12:07 pm

Next Meeting: Thursday, April 26, 2012

10:30 am-noon

114 Strong