

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	November 17, 2011
Time	10:30 am to Noon
Location	205 Welch
Attending	Rita Bullard (f-AAUP), Jim Carroll (a), David Crary (f), Caroline Gould (f), Sandra Hines (f), Don Keller (a), Eric Owen (f), Shawn Quilter (a), Wade Tornquist (a), Fraya Wagner-Marsh (a), Steven Webber (f), Bob Winning (f-alt), Mary Vielhaber (f),
Absent	Dennis Beagen (a), John Donegan (non-voting), Matt Evett (f), Barbara Scheffer (a), (Library (a) vacant)

Meeting convened by Jim Carroll at 10:33.

I. Agenda approved as distributed

II. Review and approval of October 20, 2011 meeting minutes

Approved unanimously with minor editorial corrections.

III. Announcement of changes in the EEFC membership

Caroline Gould welcomed as new COE faculty representative.

Don Keller was added as new COT administrative representative at October meeting.

IV. Faculty Computer Refresh- Email from Carl Powell

4th year faculty computers that are off warranty and fail are to be reported to IT Help Desk. Help Desk will make arrangements for replacements as machines fail.

Jim Carroll agreed to include a copy of Carl's email in the Academic Affairs Newsletter as a way to get this information distributed.

V. Classroom Equipment Subcommittee: Draft Report-Dave Crary

Draft report was distributed consisting of two pages of text and a page showing two charts summarizing results from the survey of teaching staff on Current Importance and Would Use if Available responses for different types of classroom equipment. Crary indicated that he still considered the report incomplete on recommendations on buildings still most in need of upgrades. A significant shortfall in equipping classes in MJ and PH upgrades is that computers were generally not installed in classrooms despite this being the third most important equipment identified in the survey after screen and digital projector.

Keller asked about the potential use of hand-me-down computers from computer refresh. Tornquist mentioned problem of technology problems when different vintage computers are used. Winning asked about risk of theft and it was indicated that in colleges where computers have been placed in classrooms tend to keep the classrooms locked when not in use.

It was suggested that the Committee meet in PH sometime soon to see equipment installed in PH and MJ classrooms and to check on other renovations to the building. It was further suggested that we rotate our meetings to different buildings around the campus.

It was recommended (Owen/Keller) that the report be referred back to the Ad Hoc Classroom Equipment Subcommittee for final review. It was further agreed that this would be done via email distribution of the report with recommended additions or changes referred back to Crary.

VI. Subcommittees:

List of prior subcommittees originally established in Winter 2009 was distributed with suggestions for possible changes and these were discussed. The alternative would be to function primarily as a committee of the whole with Ad Hoc committees established on an as-needed basis.

Vielhaber, Wagner-Marsh, and Hines each spoke against having standing subcommittees with a preference for the committee as a whole being involved in all aspects of the committee's charge.

Tornquist, Owen, and Keller voiced some support for subcommittees.

Crary indicated that the possibility of reviving the prior subcommittees was an outgrowth of maintenance issues raised

by Beagen at the October meeting. Beagen was on the initial maintenance subcommittee, but after one or two promising meetings, a change in physical plant staff assigned to maintenance ended up leading to a lapse in the operation of the subcommittee.

It was agreed that more input from EEFC is needed on maintenance issues and Donegan indicated that he would welcome this when the issue was raised at the October meeting.

Carroll suggested that the administrative and faculty representative from each college work to collect a list of needed maintenance in their respective colleges. Wagner-Marsh emphasized the need to be sure identified items are "captured" on the list of items to be addressed. It was suggested that we start with Donegan's list of current-year and add to it as needed. John's list and items we would add would include items to be addressed in future years also. Hines emphasized the need to keep labs maintained so they meet the standards of current technology.

Carroll agreed to ask Donegan to provide the committee with the current Asset Preservation list of maintenance projects scheduled to be addressed.

One way to be sure that all aspects of the committee's charge are addressed is to identify targeted "focus" items for agenda for meetings several meetings ahead.

VII. Overlap with Student Affairs "Facilities" Committee:

Faculty Senate received a request to appoint a faculty member to a Student Affairs "Facilities" Committee that was discussing adequacy of academic infrastructure to meet needs of targeted enrollment. Several administrative members of EEFC serve on this other committee, so Faculty Senate wanted to request a faculty volunteer from EEFC to serve in this role. Steven Webber indicated a willingness to attend the next meeting or two to evaluate the workload related to this additional duty and consider fulfilling the role on an on-going basis.

VIII. Next Meeting (Dec. 8, 10:30-Noon):

- A) Report back on Classroom Equipment
- B) Asset Preservation Report from Donegan

Meeting adjourned at 11:50 pm

Next Meeting: Thursday, December 8, 2011

10:30 am-noon

320 Student Center (**subsequently changed to 205 Welch**)

Respectfully submitted,
David Crary, Secretary pro-tem