
Guests J. Olsen & K. Cilento, Marvel Architects

Approval of the minutes of 11/12 meeting passed unanimously

1. CKB Classroom Redesign - Rogers Marvel Architects: Jennifer Olsen & Karen Cilento

   3rd and 4th Floor Renovations

   - Review of floor plans, including classroom configurations
   - Presentation of CKB mock up room elements and feedback
   - Question were raised about the size of the desks and whether they are sufficient for students with devices.
   - Podium or lectern will be available – Joe Bonchi has one for testing and explained lecterns will be in a fixed location and will have all cords and connections available so a laptop can be easily connected, including power. Controls for projector input and audio will also be at the lectern.
   - Will coat racks be available? - Not yet addressed by Marvel Architects
   - Rich Sweeny brought up issues that instructors discussed in focus groups and asked if the transcript had been provided to Marvel Architects. Joe Bonchi indicated that the items discussed were provided and that the full transcript would be sent.
   - Issues of lighting and location of controls in relation to the lectern were raised. Lighting is controlled on the main presentation wall for most classrooms because of budget constraints – the exception is the large classroom.
   - Solar shades will be used and can be adjusted manually
   - Windows are counterbalanced with a combined displacement of 8in for ventilation

CKB Lab Space

- Question: If lab setup is typical for science labs and if laptops have been taken into account in the design of the lab bench so students may use them in data collection. They responded that laptops were not expected to be used in this setting
- The labs were to be used largely by the Biology department and that laptops are generally not used
- The committee questioned if a laptop/notebook could be plugged into the lab bench to collect data.
Committee members asked how much power and telecommunication is available? Answer - the integration of power outlets on all walls, in floor boxes as well as the inclusion of USB power plugs in each outlet was described.

- Rebecca Perez-Castillo explanation that computers mounted near wet stations may not last in that they may be exposed to wet experiments.
- The Committee asked if the classroom will be adaptable to future teaching techniques such as usage of cloud computing.

### 120 Seat Lecture Room

- Concerns were expressed about the number of students squeezed in that space.
- Concerns were expressed about the space between the rows/seats in the lecture hall – will students and instructors be able to easily move between seats.
- The issue of a missing center aisle was brought up - Olsen shared the challenges of keeping 120 seats in a predetermined space.
- It was suggested that storage for student belongings (coat hooks) and perhaps locked charging stations could be provided.
- Rich Sweeny questioned the storage spaces in between the labs.
- Jennifer Olsen was asked to share what has been learned from the construction of the Central Avenue Building mock-up classroom.
  - Furniture choice and configuration was successful.
  - Changes needed to whiteboard.
  - Discussed floor boxes and challenges, issues of available space, access door configurations.

### Other Thoughts on Classroom Redesign

Joe Bonchi informed the committee that there is a podium that is a candidate for use in the CKB is in the Learning Community lounge in the Central Avenue Building and encouraged everyone to go and take a look at it and share their thoughts.

### 2. Flipping the Classroom

Postponed due to the absence of Ron Rockland.

### 3. Presentation of Proctor U

- Blake Haggerty discussed the pilot and explained how online proctoring works.
- Tests were run with two companies. The second company, Proctor U, looks like a better fit.
- Turnitin can be integrated with this service.
It was clarified that Proctor U doesn’t store the student’s driver license image and doesn’t record the student as they take the exam. The recording only takes place if there is a violation.

A recent article on the “Blue Book of the Future” was discussed and will be shared with the committee by e-mail.

4. Pearson Embanet Update

Postponed due to absence of G.T. Spak

5. Staffing Concerns

- Academic Computing Services will be rebranded at the Technology Support Center.
- Blake Haggerty will become the Director of Technology Support Center.
- Reynolds announced that the Assistant Director of Instructional Designer and Associate Instructional Designer positions are currently open.

Next meeting date is February 10, 2014.