

CLASSROOM ADVISORY SUBCOMMITTEE
MINUTES OF MEETING
OCTOBER 12, 2001

[In these minutes: Welcome and Introductions, Review of the Classroom Advisory Subcommittee Charge, Review of Last Year, Election of Chair deferred, Update on Implementation of Technology Upgrade Plan, Update on Facilities Management's initiatives].

[These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate or Twin Cities Assembly; none of the comments, conclusions or actions reported in these minutes represent the views of, nor are they binding on, the Senate or Assembly, the Administration or the Board of Regents.]

PRESENT: Denise Guerin, Chair, Steve Fitzgerald, Steve Spehn

REGRETS: Jane Phillips, Steve Sperber, William Hanson, Bernie Gulachek

OTHERS: Nancy McGlynn as proxy for Bernie Gulachek, David Crane, John Fuller

ABSENT: Bobbi Cordano, Janice Smith, Nelson Rhodus, Martin Sampson

I). Professor Guerin called the meeting to order and asked those present to introduce themselves.

II). Professor Guerin walked through the Committee's charge and provided the Committee with a review of last year's accomplishments. As a result of last year's efforts the SCEP Classroom Advisory Subcommittee requested its two parent Committee's, the Senate Finance and Planning Committee and the Assembly Committee on Educational Policy, to carry forward the following recommendation to the Administration. The recommendation read: "The administration place the Twin Cities General Purpose Classroom Technology Upgrade Plan as a high priority. The Classroom Technology Upgrade Plan is under-funded to accomplish its tasks. The plan must be accelerated and recurring funds for life cycle costs, maintenance and faculty support must be implemented".

III). Election of a Chair was deferred until a time when more Committee members would be present.

IV). Steve Fitzgerald provided an update on the implementation of the Technology Upgrade Plan and relevant funding issues. The Technology Upgrade Plan has met with a board base of support from students, faculty and governance committees. From its inception the General Purpose Classroom Technology Upgrade Plan was a two-phased effort.

By building on the initial Technology Upgrade Plan through strategic planning, there is now a Phase III initiative. Phase III will provide “low-end” asynchronous video streaming in a specified number of classrooms attached. Anticipated timeline for Phase III is 2006-2008.

Steve Fitzgerald stressed to the Committee that equipment technology installed in a classroom has a life cycle cost that requires recurring funding. Recurring funding is required for maintenance, life cycle support and equipment replacement costs. Without recurring funding any technology upgrade will reach the end of its service life and fail. As a result, the Technology Upgrade Plan includes both one time funding in the amount of \$7 million dollars; recurring funding for staff support and training; or operations; and equipment replacement costs and maintenance funding along the way. The funding challenge is twofold:

- The one-time funds to do the basic installation are behind schedule.
- The recurring funding for the life-cycle support of the installation that is currently underway is not in place. Everything is being done with one-time funding.

Central administration has acknowledged the University is making a commitment to fund technology installation and maintain and replace equipment at the end of its service life. For these reasons the support of faculty, students and staff is critical in order to get behind the acceleration of the technology upgrade plan and to increase the funding for the plan and recurring costs.

V). Steve Spehn updated the Subcommittee on two Facilities Management initiatives that are currently underway:

A). Facilities Condition Assessment Project - the purpose of the Facilities Condition Assessment Project is to capture physical facilities’ deficiencies throughout the Twin Cities and coordinate campuses. It will document deficiencies, record, prioritize and put cost estimates on those deficiencies, and assemble all the information into a database to assist central administration with their planning and budgeting. Funding for this project is not completely in place, so this Committee could help with funding efforts. Currently, an RFP is being assembled to identify vendors that can assist with this initiative.

B). Custodial Program Improvement Initiative - the goal of the Custodial Program Improvement Initiative is to revamp and revise the entire University of Minnesota’s custodial program. Program highlights:

- Attempting to build a sense of accountability on behalf of custodians, supervisors and shift supervisors.
- Establish cleaning standards that are achievable. Customers are being hand-surveying to find out what their expectations are, and this will be called the “gold standard”.
- Comprehensive Training Program for all custodial staff.
- Systematize the cleaning process and develop an organized approach to cleaning.
- Computerization of planned and scheduled work projects.

The Classroom Advisory Subcommittee can assist efforts by:

- Helping to establish a cleaning level that is acceptable for all classrooms.
- Drive forward the funding efforts required for this initiative.

VI). Other/Future Business:

- At the next meeting briefly summarize the initiatives that were discussed at this meeting. Following this update the Committee will need to decide how it can assist the Office of Classroom Management and its efforts.
- Future meeting times will need to be established with the hopes of setting dates and times so that more members can attend.
- Chair, Denise Guerin and Steve Fitzgerald will attempt to recruit new members while attending the retreat of the Academy for Distinguished Teachers this weekend. Also, Becky Hippert from the University Senate Office will be contacted in an attempt to solicit names of students that can be asked to serve on the subcommittee.

Renee Dempsey
University Senate