

CLASSROOM ADVISORY SUBCOMMITTEE
MINUTES OF MEETING
OCTOBER 2, 2006

[In these minutes: Central Classroom Support Update, Classroom Projects Update, Resource 25 Update, Brainstorm Agenda Items for 2006 – 2007]

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

PRESENT: Ken Heller, chair, Roberta Juarez, Jeffrey Lindgren, Steve Pauling, Thomas Michaels, Lisa Norling

REGRETS: Caroline Rosen, Jay Hatch, Jean King, Steve Fitzgerald

ABSENT: Bernard Gulachek, Roger Miller

GUESTS: Toni Pangborn, Nancy Peterson and Jeremy Todd from the Office of Classroom Management

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

II). Toni Pangborn with the Classroom Support Unit, a division within the Office of Classroom Management (OCM), provided members with a central classroom support update. She noted that the Classroom Support Unit coordinates and/or directly provides a wide range of support services to faculty and students in the University's general-purpose classrooms. Handouts containing the following information were distributed:

1. A chart of the types of calls the Unit received for spring 2006.
2. A chart of the types of laptop questions received by the Classroom Support Hotline.

Ms. Pangborn noted that the Unit tracks and follows classroom problems from first report through final resolution. To resolve classroom problems the Unit coordinates both internally with other OCM units as well as externally with units such as NTS, Disabilities Services, etc. The Classroom Support Unit tracks its trouble calls so that it can continuously improve upon the services it provides.

III). Next, Jeremy Todd delineated the projects of the Office of Classroom Management from January 2006 to the present. Specific projects cited by Mr. Todd included:

- Smith Hall 100 – The auditorium was rehabilitated e.g. replaced lighting systems, installed new seating, upgraded the technology, etc.
- Amundson Hall – Accessibility and security improvements, painting and new carpet.

- Lind Hall – Accessibility and security improvements, painting and new carpet.
- Kolthoff Hall – Accessibility and security enhancements.
- Willey Hall – Accessibility and security enhancements.
- Hanson Hall (Carlson School of Management expansion project) – Groundbreaking for this project took place on September 28th. This building will house 9 classrooms (4 – 125 seat rooms and 5 – 75 seat rooms) all of which will be projection capable. Hanson Hall is scheduled to be complete by fall 2008.
- Folwell Hall exterior stabilization – Tuck-pointing and repairing the exterior, roof system improvements, replace North stairs and repair other approach issues as needed.
- The Central Security Infrastructure and Improvement Program received funding for exterior card access for approximately 10 buildings containing instructional space from the Emergency Management Policy Committee.

Mr. Todd also reported that the technology in 46 existing central classrooms was replaced as part of the lifecycle renewal effort in 2006 and four, formerly departmental classrooms, were added to the central classroom inventory, all of which have been upgraded to meet the projection capable standard.

Questions/comments from members included:

- Does the Folwell Hall exterior stabilization project take any classrooms off-line? Yes, during spring semester 2007 rooms 419 and 426 will be off-line because work will be taking place in the attic space above these rooms.
- The elevator in Mondale Hall (Law School) is being modified to make it possible to go from the bottom floor of Willey Hall to the bottom floor of Mondale Hall without having to use key access.

IV). Nancy Peterson provided members with a Resource 25 (R25) update. As background information she noted that OCM began using the R25 software in 1999 for scheduling central classroom space. Within the past few years, this software was rolled out to interested departments on a pilot basis to help them manage and schedule their departmental classrooms. Since this time, the Provost's Office has mandated that all departments with 120 classroom classifications must use R25. Currently, 43 departments are using R25 out of the 66, which should be doing so.

In addition to facilitating the R25 rollout to departments, OCM is also supporting non-academic users such as Conference and Event Services, Recreation Sports, etc.

Questions/comments from members included:

- If the University expects to increase its ranking, it needs to host national and international academic conferences, especially during the summer. It has not been able to attract them in spite of faculty efforts because of lack of coordination within the University. Will OCM be working Conference and Event Services to allow the University to improve upon its ability to attract and host conferences? Ms. Pangborn stated that Conference and Event Services was established in order to create a "One Stop" concept for being able to manage certain space for

conference purposes. However, most large and prestigious conferences require significantly more space than that allocated to the Conference and Event Service, for example classroom space that could be used during the summer. There is still no office on campus that can coordinate the type of academic conferences routinely held at most large universities, even those with a fraction of the University's facilities. This needs more attention by the administration.

- What is the breakdown of the number of Tuesday/Thursday classes versus three day/week or four day/week classes? Does the availability of 1.5-hour class periods on Tuesday and Thursday lead to an inefficiency in classroom utility because it does not match the schedule of four day per week classes? This information was not readily available, but will be provided to the committee. Members were referred to the OCM website, which contains a lot of good information: <http://www.classroom.umn.edu/>

V). The committee spent the remainder of the meeting raising possible agenda items for the 2006 – 2007 academic year. The following ideas were mentioned:

- Investigate the need for increased funding for OCM. Over the years there has been a decrease in funding for classroom projects.
- Explore classroom design trends. Do we have classrooms that are suited to emerging modern pedagogy? What is the relationship between energy efficient classrooms and their utility?
- Determine the long-term classroom demand if on-line instruction reduces the need for physical space.
- Investigate the need for the University to have classrooms that are suitable for emerging pedagogies so that faculty can evaluate the applicability of these teaching modes for their courses.
- Investigate the need for a policy of planned classroom replacement based on requiring all new and renovated buildings have a specified percentage of space for general-purpose classrooms.
- Investigate the existing University mechanisms for attracting and hosting conferences. Conferences are one aspect of the University's educational mission and an extended classroom mission.
- Revisit the 60/40 scheduling policy to determine if it needs modification in light of present day classroom usage. Also, review the scheduling inefficiencies caused by the combination of 50 minute 4-day per week classes and 1.5-hour Tuesday/Thursday classes.
- Discuss evening classroom space utilization in terms of efficiency and safety.

Professor Heller encouraged members and the University community to suggest other agenda items that impact classroom usage by contacting Renee Dempsey, Senate staff, or any committee member with their ideas.

VI). Hearing no further business, Professor Heller adjourned the meeting.

Renee Dempsey
University Senate

