

## **LEARNING SPACE COMMITTEE MINUTES**

September 8, 2017 at 3:00 pm

### Attending:

Dr. Amy Miller, Vice Provost for Academic Affairs  
Dr. Julie Howdeshell, Director, Quality Enhancement  
Debby Hill, Assistant Provost and Director of Academic Scheduling  
Sara Hill, Physical Plant Major Projects Manager  
Scott Dossett, Director, Office of Disability Accommodations  
Nick Williams, iTech, Director Technical Support Services  
Claire Hamilton, Interior Design Program Coordinator  
Joanna Polk, Undergraduate Interior Design student  
Dr. Jennifer Regan, Biological Sciences Assistant Teaching Professor  
Dr. Max Grivno, History Associate Professor  
Dr. Hugh Broome, Chemistry Assistant Teaching Professor  
Cynthia Littlejohn, Biological Sciences Instructor  
Emileigh Sones, Mathematics Director, Math Zone and Instructor  
Bonnie Cooper, Assistant to the Provost for Faculty Development

### Absent:

Corwin Stanford, Mathematics Instructor (out of town on University business)

### **OPENING**

The Learning Space Committee (LSC) convened for its first meeting at 3:00 pm in room 318 of the International Center.

Dr. Amy Miller opened the meeting by welcoming everyone and articulating how this committee will serve the university. She commented that the charge included input into learning spaces on campus. Dr. Miller stated we needed to elect a secretary and chair of the LSC.

The LSC then opened nominations for a secretary to take minutes. Bonnie Cooper was nominated for this position. The nomination was approved and seconded.

Dr. Julie Howdeshell was nominated as chair of the LSC. The nomination was approved and seconded, and Dr. Howdeshell was elected.

### **OVERVIEW OF FIRST PROJECT – Harkins Hall 120**

Dr. Howdeshell discussed the QEP Gateway courses (BSC 110, BSC 250, CHE 106, HIS 101, and MAT 99) and how the faculty had participated in training for active learning through ACUE (Association of College and University Educators) and how the course committees had elected to use Learning Assistants (LA's) in the gateway courses. Now, the 3<sup>rd</sup> and final piece, classroom space to support active learning, needs to be addressed.

Dr. Howdeshell spoke about how she had spoken with Dr. Chris Crenshaw (Physical Plant) and Debby Hill, who represents the Space Allocation Committee, about the need for classroom space to complement active learning in large enrollment QEP gateway courses. From that Debby Hill identified two potential rooms in EHH, which she later combined to make large enough for up to 200 students.

After collecting input from the gateway courses to help establish our vision for the space, Dr. Howdeshell noted there were many common elements in the documents, such as flexible furnishings, projection and sound capabilities, and tables and chairs.

Next, Dr. Howdeshell talked about funding for refurbishing EHH. The university will pay the costs associated with infrastructure (walls, flooring, lighting, electricity, etc.). We anticipate utilizing about \$150,000 of QEP funds for furnishings, fixtures, and equipment this year. She may need to ask each course to contribute (roughly \$10,000 each) to bring that amount up to approximately \$200,000 for the project.

Noting that she and Bonnie Cooper had authored and submitted a proposal to the Title III program at the U.S. Department of Education (ED) around Easter, Dr. Howdeshell said we expect to hear a response to the proposal this month. The proposal included funding for paying undergraduate peer Learning Assistants, learning space redesign and renovations, faculty development, and for an Activity Coordinator. Should funding be awarded from ED, we will be in much better financial shape with the EHH project.

Dr. Howdeshell is currently working with the gateway courses to schedule them in EHH 120 for spring classes. This is due 9/15/17, so it must be done quickly. There are a few time slots with multiple classes in them (TTH at 9:30), but most conflicts have been worked out.

Bonnie Cooper reviewed the timeline for the Harkins Hall project, which is very tight. We received feedback from the interview form and noted a number of common themes. The wiring for electricity and data needs to be finalized 9/8/17 (today). Bonnie shared a hand-drawn diagram of the room with proposed connections with the members.

On September 15, we will try to meet with 3 vendors (Commercial Business Interiors, Mainspace Solutions, and Workplace Solutions/Barefield) to discuss our vision with them. They will have the opportunity to ask questions of us, and we will let them walk through EHH 120. We will ask them to come back with drawings/presentation and a rough cost estimate within a week (two at most) in approximately 30 minute increments. Then the following week, we will get feedback from everyone, do revisions as needed, and make a selection.

Nick Williams from iTech mentioned we MAY have to get quotes for the technology (large monitors, controller unit, speakers, microphones, etc.). This would add 30 days, so we need to get that done quickly as well.

We need to submit the requisition by mid-October to have the furniture in by spring, as most manufacturers require a 6-8 week lead time. Our goal is to have the requisitions ready by October 23<sup>rd</sup>.

Debby Hill mentioned that – in the unlikely event the furniture has not arrived in time – there are about 100 old student desks we could use from Joseph Greene Hall. Hopefully we won't have to do that, but it is a fallback plan.

Sara Hill indicated that as a condition of the quote we include “Delivered and installed no later than \_\_\_\_” and that we tell the vendors to design the room for 200 students maximum. We also need to let them know things such as whether we need a faculty station, storage files/cabinets, place for LA's to sit when they aren't engaged with the students.

The Meeting was adjourned, and the LSC then walked over to EHH 120 to view the room.

*Submitted by Bonnie Cooper, Secretary*