Meeting Synopsis:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes from October 15th, 2015
4. Chair's Remarks
5. Classroom update - Roberta Hopkins, Philip Reid, UW-IT
6. Good of the order
7. Adjourn

1) Call to Order

Christie called the meeting to order at 10:04 a.m.

2) Approval of Agenda

The agenda was approved as written.

3) Approval of Minutes from October 15th, 2015

The minutes from October 15th, 2015 were approved as written.

4) Chair's Remarks

Christie encouraged FCUFS members to attend the February 4th special meeting of the council. He explained the CSE II (Computer Science and Engineering) building schematic design will be showcased in that meeting. The building’s planned location is across the way from the current CSE building off Stevens Way on the UW Seattle campus. The More Hall Annex (decommissioned nuclear reactor building) is still a major roadblock in the way of the project, as there has been an effort to place it on a “historic buildings” list and effectively bar its removal from the campus. The council discussed the More Hall Annex and its removal, with some members noting that the building is not useful, and is taking up valuable real-estate on campus. Christie explained the new CSE II building may not fit into the campus region aesthetically, as its current design would have it stand out from the plethora of red and grey brick buildings. Christie noted there are three classrooms planned for the new CSE construct which belong to CSE, and it is possible these are general assignment classrooms and may be used more universally.

Goldblatt explained there is a memorial for College of Arts & Sciences faculty member Sarah Nash Gates on February 1st, beginning at 6 p.m. The procession will be held in the Meany Hall auditorium.
5) **Classroom update - Roberta Hopkins, Philip Reid, UW-IT**

Roberta Hopkins (Director, Classroom Technology & Events, UW-IT) was present to inform the council on the state of classroom technology updates and renovations at the UW, and to provide an update on some classroom scheduling difficulties. She utilized a PowerPoint during her presentation (Exhibit 1).

Hopkins showed some data to the council relating to the use of general classrooms in fall quarter 2015. She explained general classrooms at the UW see roughly 29.8 hours of average weekly use, with an average of 71.2% of the seats filled in each classroom. Hopkins explained after question that her belief is the average amount of seats filled (71.2%) is relatively high even in comparison to peer institutions. She explained the open way in which the UW schedules its classrooms is not the policy at most other large universities, and that the UW’s scheduling policies may undergo some changes in order to bolster efficiency of classroom use, especially for large classrooms. Christie requested that if/when these policies are altered, that FCUFS be consulted on the changes.

Hopkins reminded the council that Denny Hall has been closed for renovations, which has created additional tensions for scheduling classrooms. She explained many courses set to begin in the fall did not have classrooms paired with them, and the Registrar’s Office fortunately was able to find rooms for each of these before the term began.

*Classroom technology updates*

Hopkins explained Classroom Technology and Events has been working on a project for roughly three years to upgrade classroom technology feature sets in buildings and instructor spaces all over campus. She explained their goal is to provide standard feature sets in classrooms, with similar technological equipment between auditoriums, lecturer halls, varying sized classrooms, and so on. She explained generally, these feature sets include flat-panel center monitors. She noted also that keeping up with modern technologies is important, like providing support for HDMI connections but also understanding that VGA is still in-use and necessary.

Hopkins noted faculty generally are using desktop computers less and less in favor of bringing their own laptops to be plugged into teaching station in classrooms. She explained regardless, desktops computers will not be removed from classrooms, as they are not expensive to maintain and of use to some.

Phil Reid (Associate Vice Provost, UW-IT) explained UW-IT is also working on monitoring which technologies are being used extensively, and which are seeing declines in usage. He noted this gathering of data has been integral in yielding useful adjustments for instructors at the UW. Hopkins explained as this data also influences what new feature sets are added to rooms when they are updated. Reid explained faculty may request information on the availability of various pieces of technological equipment. The council held some discussion on how widespread knowledge of this service is among faculty, with some noting that new and existing faculty do not know they are able to remotely check rooms for certain technologies in this way. Hopkins explained in addition to providing information of this service with another office who shares it with faculty, there are also lists online that show which
technologies are currently in various classrooms. Christie asked how a new professor would know to check the UW-IT website for this information. Reid agreed and noted they could be more coherent about various technologies and how to locate it as an instructor. The council expressed support for having more readily available information, as well as web tools incorporating a search bar that may show room features and which rooms currently have them. Reid explained they have a web-service like this in the works currently.

Hopkins continued her presentation, noting that in 2014, 55% of general use classrooms at the UW were found to be out-of-date in regards to their technological equipment. She explained that since that time, her office has renovated 54% of these rooms with updates, which is a major improvement, especially given they are currently in the third year of an 8-year plan.

Hopkins made some statements about the declining use of overhead projectors by faculty at the UW, though she explained some faculty still prefer the use of overhead projectors and like to use them, and so they are still made available. There was some question of if trainings in new technologies are lacking and so some faculty simply stick with the older equipment. Hopkins explained small laminated information sheets are found near instructor stations in each room, and emails go out to faculty teaching a course with 100 seats or more explaining the technology of the room and how to contact Classroom Technology and Events, which is able to send technicians out to teach faculty and troubleshoot problems, upon request.

Hopkins noted a new maintenance system is currently being rolled out, as well. This system includes fulltime staff who are getting out to classrooms each day and conducting equipment maintenance. She noted if these staff are contacted with a problem in a classroom, they will send a technician as soon as they are able. She noted after question that the most common technological issue is projector bulbs going out and requiring replacement.

*Classroom scheduling difficulties*

In regards to classroom scheduling, Hopkins explained the biggest issue is with large lecture halls (those that seat 100 students or more). She explained there are a large number of requests for these rooms, which are in limited supply, for specific times of the instructional day. Many of these requests cannot be met because there is simply a shortage of useable rooms. A member asked what happens when a classroom request cannot be met. Hopkins explained the class may be cancelled, the department may opt to change the time they are offering the course, or reconfigure the course to make it smaller, allowing the use of a smaller room.

After looking through more data, a member asked why a downward trend appears in the total count of useable general purpose classrooms at the UW since 2006. Hopkins explained it is due to a loss of rooms, for example, the Music 220 in 2014, which was reassigned for use exclusively by the School of Music. Hopkins explained if a classroom is reassigned to a specific department, it is lost for general purpose use. Reid clarified the data has revealed that the UW cannot schedule its way out of this problem, a suspicion which also appeared in a recent classroom-use outside consultant report. Hopkins agreed, and explained the UW Seattle campus currently only has two rooms that seat more than 400
students, whereas the amount of offered courses integrating a student population of this size exceeds that number.

There was some discussion of why large classrooms are in such high demand. A member explained it is efficient to have large classrooms for the instruction of undergraduates.

Hopkins explained a group of campus stakeholders are investigating the classroom issue currently. She noted they are coming up with some insights into what to recommend to the Provost for dealing with the issue.

Mary Gates Room 058

Hopkins noted Classroom Technology and Events has renovated Mary Gates Hall room 058 and the result has been very-well received. She explained this project has been ongoing over the last two academic quarters, and the end result seems to be an ideal model for many other future classrooms. She explained the room includes two monitors on different walls, seats 36 students, and all furniture is able to be reconfigured for group learning or other purposes. She noted they intentionally kept square footage per-student unit high during design, allowing each student a comfortable amount of space during sessions. Hopkins explained faculty “have been raving about this room.” She noted though, that the cost was not cheap (total renovations cost was $235,000 dollars). Hopkins explained the biggest cost was the construction labor and design fees on the part of the UW. She noted her office’s goal is to have at least one more room renovated under this model this biennium. After question, Hopkins pointed out where the instructor resides during course sessions in this room format.

There was some discussion of the furniture being movable, as this means the set-up for the following course in the room may not be what the next instructor prefers. Hopkins noted they did consider this issue, and have added signs asking instructors to reconfigure rooms to the base format before exiting. Reid explained studies reveal that there is threshold amount of students where this problem becomes unwieldy, which is a class with at least a 40-student capacity. He noted this is a major concern for general assignments classrooms, and making more room general assignment. After question, Hopkins explained a combination of science and liberal arts courses have been conducted in this room.

There was some discussion of computer science courses and related necessary (often high-tech) equipment and room capabilities. Reid explained it is difficult to come up with a model where there is some “cost recovery” when rooms of this kind are renovated, as UW-IT usually has to scrap all the technology during renovations because it is out-of-date, and technological needs change so often in the discipline.

Reid noted the design for Mary Gates Hall Room 058 came from asking UW instructors what features they really desired to be incorporated in their classrooms, and oppositely, which technologies they do not require. Faculty reported moveable furniture, a digital display, and some “white board” style tool for students as the most desired instructional equipment.

Denny Hall renovations
Hopkins explained the renovated Denny Hall is opening fall quarter 2016. She explained they lost 22 classrooms with the closing of Denny Hall, and are gaining 11 back with the renovations. After question, she explained this occurrence is not unique, as the UW loses 10-12% of classrooms after renovations due to new building codes, seismic safety regulations, electrical regulations, and so forth. It was noted the lost rooms were general assignment classrooms.

After some council discussion of the theft of classroom tech-equipment, it was noted data projectors and microphones are the most commonly stolen items.

The council thanked Hopkins for her presentation, and Reid for his related insights.

6) Good of the order

After some discussion of the classroom scheduling issue facing the UW, council members agreed new classrooms need to be built, and this initiative should be incorporated into the UW’s strategic master plan in an attempt to aid the room shortage issue.

The council held some discussion of classroom security, citing a presentation they received in the last academic year highlighting the need for UW-Seattle campus classroom updates to help protect community members in the case of an extreme situation, such as an active shooter. Kennedy (president’s designee) noted one of the capital budget requests this year is for security purposes. He explained the plan is to request funding from the Provost to address security in the campus’ large classrooms first, then, a state-level funding request is to be formulated to further address the issue. Kennedy explained this would be for internal spaces. He noted he has found that many PAC-12 institutions are working on this, though one thing they are not doing is implementing external locks on buildings; he explained often during active shooter scenarios innocent people are looking to enter buildings for protection after the incident begins. There was some more discussion of this topic, with members weighing the pros and cons of using less high-tech equipment (some demonstrated to FCUFS in the last academic year) in the interim before funding for electronic locks is secured.

7) Adjourn

Christie adjourned the meeting at 11:30 a.m.

Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present:  
Faculty: Bruce Balick, Rich Christie (chair), Laura Little, Giovanni Migliaccio, Christopher Ozubko, Bill Rorabaugh
Ex-officio reps: Chris Byrne, John Carroll, Steve Goldblatt
President’s designee: Charles Kennedy
Guests: Roberta Hopkins, Phil Reid

Absent:  
Faculty: Murray Maitland, Ann Mescher, Gundula Proksch
Ex-officio reps: Lucas Gordon
Exhibits
Exhibit 1 – FCUF$ January 2016 Presentation.pdf
Update to the Faculty Council on University Facilities
UW-IT Academic Services
(Classroom Technology & Events)

January, 2016
279 General Use Classrooms
Autumn Quarter 2015

- 29.8 Avg. Weekly Hours Use
- 71.2% of Seats Filled
- 3440 Sections
  - 11 Different Meeting Durations from 1 to 8.5 Hours:
    - 60.2% -- 1 Hour
    - 12.4% -- 1.5 Hours
    - 20.8% -- 2 Hours
    - 6.6% -- Other
  - 28 Different Weekly Meeting Patterns:
    - 48.3% Class met once a week
    - 32.6% Class met twice a week
    - 11.6% Class met 3 times a week
    - 7.4% Class met 4/5 times a week
Technology Feature Sets

- Wall Display
  - Wall mounted LCD/Plasma display about 65” in size.
  - 15’ HDMI and VGA cables and optional Air Media for wireless projection. Control is via IR remote tethered to wall

- Digital Media Classroom
  - Podium with 7” touch screen, HDMI and VGA laptop cables, dedicated document camera, and Air Media for wireless projection
  - Wall mounted speakers
  - Selected rooms have desktop computers, integrated lighting and screen controls, cameras with AV Bridge and microphones

- Digital Media Classroom (No Podium)
  - Wall mounted 7” touch screen, 15’ HDMI and VGA laptop cables and Air Media for wireless projection
  - Wall mounted speakers
  - Selected rooms have integrated lighting and screen controls and microphones

- Premium Digital Media Classroom
  - Podium with 15” touch screen and integrated monitor, HDMI and VGA laptop cables, dedicated document camera and Air Media for wireless projection.
  - Split screen / display support
  - Wall mounted speakers
  - Desktop computer, integrated lighting and screen controls, cameras with AV Bridge and microphones
Large General Use Classrooms
(100 or More Seats)
Autumn Quarters
1988 to 2015
Mary Gates Hall Room 058
Denny Hall
Re-opening: Autumn Quarter 2016

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<th>Post-renovation</th>
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