

**University Classroom Committee**  
**Agenda and Minutes**  
**3/27/2020**

Welcome - John

Minutes of last meeting – John

Update – meeting with Provost and Deans – Bruce, Glenn and John

Finalizing the Original Fall 2020 changes – Bruce and John

Finalize additional Fall 2020 BA/BAA changes– Bruce and John

- 1) Classrooms to remove from use– Fall 2020
  - a. Pathways BA 100, 101, 102, 103, 104, 206
  - b. BAA 1000, 1002– tiered classroom/ too small
  - c. BAA 2004 – demolish
- 2) Convert Classrooms to ALC for Fall 2020
  - a. BA 111, 113, 115, and 117 - replace with chairs from 100, 101, 102, 104 and 106

Summer IT Updates - John

- 3) Update technology in the following classrooms summer 2020 - \$
  - a. BA 116 - full technology upgrade – no asbestos
  - b. Psychology 101, 102, 103 and 108 – partial technology upgrade
  - c. East Hall 114, 115, 116 and 117 – partial technology upgrade

Overhead Projectors - end of official support – John and Joel

Classroom Classifications - John and Joel

Hayes Hall 114, 117 and 118 change of seating? - John

Spring 2021 Classroom reductions - John

Any Other items?

Next meeting – April 24 - 10 AM – 602 Administration

**Participants:** John Ellinger, Bruce Meyer, Joel Arakaki, Andrea Depinet, Lise Konecny, Ted Rippey,  
Jamie Daughton,

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Michelle Rable, Alex Goberman, Dan Lemmerbrock, Glenn Davis (did not attend).

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**Meeting Notes:**

- 1) John asked for any comments on minutes of previous meeting. Email comments directly to John Ellinger.
- 2) Bruce and John met with Provost and Deans to discussed proposed changes to classroom classifications. Only concerns from Deans was does re-classification make these rooms unavailable. The answer is no.

Room	Action	25Live/scheduling	State Report	DEPT
BA 109	#250	Remove	Remove	COB
BA 4000	Firelands Report	Keep	Remove	Pathways
East 103	#350	Keep	Remove	ACS
East 206	Change #110 to #350	Keep	Remove	English
East 306	Change #110 to #350	Keep	Remove	English
East 406	Change #110 to #350	Keep	Remove	English
Edu 213 A	no code to #250	Keep	Remove	COE
Edu 421	#350	Keep	Remove	COE
FAA 1006	does not exist	does not exist	Remove	Art
Founders 022	No code	does not exist	Remove	Honors
HHS 222	No longer exists	does not exist	Remove	R&R
Kreischer 260C	Change #110 to #220	Keep	Remove	ArtsV
Kuhlin 410	conference room	does not exist	Remove	M&C
Kuhlin 412	skills lab	does not exist	Remove	M&C
Library 142	#220	Keep	Remove	Library
Life Science 224	#210 move to #220	Keep	Remove	HHMI
Life Science 445	Change #210 to #250?	Keep	Remove	Biology
Math 304	Prayer Room	does not exist	Remove	SA
Math 447	ESL grant - who owns equipment?	does not exist	Remove	Math
MacD 069	previous Pathways	Remove	Remove	R&R
MacD 070	previous Pathways	Remove	Remove	R&R
Memorial 253	ROTC 3-4 classes Army likes tiered lecture - Air Force prefers Active learning	Remove	110 to 350	R&R
Memorial 260	ROTC 3-4 classes Army likes tiered lecture - Air Force prefers Active learning	Remove	Remove	R&R
Olscamp 109	telepresence move equipment to HHS 101 turn into a conference room	Remove	Remove	Open
Olscamp 206	allocated to Math Emporium	does not exist	Remove	Math
Overman 122	no longer used for classes	Remove	Remove	Chem
Physical Sci 218	Change #210 to #250	Keep	Remove	Chem
Psych 320	Change #110 to #350	Keep	Remove	Psych
Psych 370	Change #110 to #350	Keep	Remove	Psych
Wooster 101	Demolish	Remove	Remove	R&R

- 3) Dan presented updated classroom dashboard reports. Specific reports are generated for each College's classrooms and class labs. Bruce suggested that Dean's should receive all reports with an explanation prior to a broader publication. John added that he will schedule a follow-up meeting with Deans to review the reports.
- 4) Alex requested definitions of classroom classifications that are as follows.
  - a) 110 Classroom
    - i) Definition: A room used for classes and that is also not tied to a specific subject or discipline by equipment in the room or the configuration of the room.
    - ii) Description: Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These rooms may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) appropriate to a specific area of study, if this equipment does not render the room unsuitable for use by classes in other areas of study.
    - iii) Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Assembly (610) facilities, or Class Laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms (see room codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the room and by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory (see 200 series).
  - b) 210 Class Laboratory
    - i) Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline.
    - ii) Description: A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.
    - iii) Limitations: Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (see 220). This category does not include rooms generally defined as Research/Non-class Laboratories (250). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).
  - c) 220 Open Laboratory

- i) Definition: A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. (Also see Case Law question: If the laboratory is used 50% or more of the time for unscheduled activity it should be reported as an Open Laboratory [220] ).
  - ii) Description: An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students.
  - iii) Limitations: Laboratories with formally or regularly scheduled classes are Class Laboratories (210). This category also does not include rooms defined as Research/Non-class Laboratories (250).
- d) 250 Research/Nonclass Laboratory
  - i) Definition: A room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program.
  - ii) Description: A research/non-class laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigator(s). These activities do not include practice or independent study projects and activities which, although delivering "new knowledge" to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes labs that are used for experiments, testing or "dry runs" in support of instructional, research or public service activities. Non-class public service laboratories which promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.
  - iii) Limitations: Student practice activity rooms should be classified under Open Laboratory (220). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single room use code can be applied. Determination also should be made whether the "studio" or "research lab" component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution's Central Service (750) system. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts, which take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled, (practice)Open Laboratories (220). Such performing arts (and other science and nonscience) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.
- e) 350 Conference Room
  - i) Definition: A room serving an office complex and used primarily for staff meetings and departmental activities.

- ii) Description: A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a room is used for both conference and meeting room functions, then the room should be classified according to its principal use. A conference room is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference room is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference rooms.
  - iii) Limitations: Does not include classrooms, seminar rooms, lecture rooms (see 110), auditoria (see 610), departmental lounges (see 315), open lounges (see 650), and Meeting Rooms (see 680).
- f) 680 Meeting Room
  - i) Definition: A room that is used by the institution or the public for a variety of nonclass meetings.
  - ii) Description: The key concept here is public availability. Conference Rooms (350) are often confused with meeting rooms because they are both primarily used for nonclass meetings. However, conference rooms are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting rooms, institutional hotels or motels, and other "for fee" meeting rooms are included in this category. Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room), and may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.
  - iii) Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly (610).
- 5) John reviewed proposed changes to BA and BAA occurring this summer (see agenda). These projects were approved to move forward because there is no cost associated with the modifications.
- 6) John stated that summer IT projects noted in agenda are on hold.
- 7) John and Joel requested permission to end support for Overhead Projectors. Bruce expressed reservations with just discarding them as it might upset Professors. Joel commented that ITS will no longer support the projectors. He suggests transferring control of projectors to a College level. Ted requested making Dean's aware of changes to projector "ownership".
- 8) John shared a document that describes how classrooms (Category 110) that identifies standard equipment and furnishings. It divides classrooms into Standard, Active Learning Silver and Active Learning Gold depending on how they might be outfitted. Bruce noted that a question might arise as to what is the cost to move an Active Learning Classroom (ALC) to a "gold" definition. Jamie, requested pictures of each classrooms to show to professors. Dan has this information currently for all general use classrooms. Dan will investigate how best to report the data. John requested the team to edit the document.
- 9) John discussed upgrading Hayes 114, 117 and 118 for computer sciences. There is no funding available for the project this summer.
- 10) Bruce complimented John and ITS for doing an exceptional job in transitioning the campus to an online learning environment.

John announces that Matt Haschak is leaving BGSJ to take a role with Promedica.