

University Classroom Committee

Agenda and Minutes

9/23/2019

Welcome - John

Minutes of last meeting

Review >15% but <30% Classroom List findings – John

How to show “fully used” classrooms? - Bruce

Control options – approval - John

What is the process to do classroom renovation? - Brian

- Requests

- Timeline and deadlines

- Requirements

- When will we select the 2020 classrooms to upgrade?

- What is the criteria to consideration to be on the list?

How do we support classrooms? - Patrick

- FIU example

- Do we want a BGSU equivalent?

Update Internal Room Utilization Report - Lisa

Other items?

Next meeting – October 25 - 10 AM – 602 Administration

Meeting Minutes:

1. Attendees: Bruce, John, Andrea, Michelle, Patrick, Jamie, Lise, Tim, Ted, Alex
2. Michelle Rabel, Registrar, was introduced to the committee. John reviewed the mission of the committee with the specific purposes of classroom utilization improvements and how to address any under-utilized classrooms. John reviewed the listing of classrooms between 15-30% utilization rates and recommendations for these rooms.
3. John posed the question to the group, do we have a utilization problem, or a room coding problem? BGSU's overall utilization rate is at 47%, while the State's standard is at 70%.

4. Bruce stressed the importance of keeping the classroom room inventory, both general use and department controlled, up to date and accurate. Discussion was held on how to capture the most accurate data using 25 Live as the record of information. In addition, the process of reporting supplemental instruction and periodic use of rooms will be reviewed.
5. Lise' will provide break down utilization calculations for the following rooms for the next meeting:
 - a. Lecture Hall – MS 220
 - b. Class Lab – Moseley Lab
 - c. Specialty Room – HHS KitchenWe will also compare BGUS calculations to other University calculations.
6. John noted that the basic technology upgrades in a classroom costs \$20,000 per room. With 167 classrooms currently on the grid, any future upgrades will be based on utilization rates.
7. Discussion was held on how students are using huddle spaces today equipped with technology for group meetings, class projects, and discussions. Students need to be able to reserve these spaces in order to better utilize the space. Andrea suggested the types of technology currently used for similar reservations may already be available.
8. John informed the group that the E-Nook technology cabinets are no longer available. ITS will be standardizing a new cabinet or self-contained stationary podium to replace the E-Nook. Either of these option should provide a cost savings.
9. John and Patrick provided a sample Classroom Resources Quick Guide from FIU to the committee for review. The tri-fold pamphlet would provide a quick reference for classroom use, scheduling, maintenance and media support. Please provide your input to ITS on creating something similar for BGSU.
10. A new format for the utilization report will be proposed at the next meeting. The proposed format will display graphics with key metrics, provide feedback about the data displayed, make suggestions for utilization improvements, and provide data for decision making on capital dollars.

Next Meeting – October 25th - 10 AM - 602 Administration Building