

Minutes of the ILSD Committee, Aug. 19, 2008

In attendance were Jim Straub, Merrick Marino, Shahra Meshkaty, Chris Wessells, Mary Whelan, Carole Huston, Cel Johnson, Jerry Ammer, Andy Allen, David Light, Conley Robinson, Lee Ann Otto, Greg Zackowski, David Sullivan, Lance Nelson, Karen Macauley, Lenny Perry, Mike Kelly, Roger Manion, and Mary Kowit.

Shahra began by welcoming everyone to the meeting and introducing Andy Allen, co-chair of this committee. Andy explained that we would be rushing through the first several agenda items in order to allow enough time for the breakout sessions. There was a brief discussion of the three potential dates for the next meeting and a request for members to hold those dates on their calendars. Shahra also provided a quick summary of some of the summer classroom projects, which include over 30 classroom renovations and updates.

Next Shahra introduced the ILSD Committee website (<http://www.sandiego.edu/its/ats/ilsdc/>), navigating through some of the highlights. She asked for feedback on whether members would prefer using WebCT/CE6 or WordPress for committee communications. The consensus seemed to be CE6 since many people are already familiar with that method and an orientation can be provided for the others. Shahra particularly recommended the "External Resources" link so that people can see some creative learning space designs from other institutions.

Andy gave an introduction to the two printed forms for the breakout sessions. From the perspective of each focus group (undergraduate student, graduate student, law student), what is the best learning environment for both a basic and a high-end learning space? The material that's collected will be used to refine and update the Learning Space Design Guide, a draft document currently being prepared by Academic Technology Services.

Assignments and requirements for a basic fixed classroom were as follows:

Law team – Basic fixed classroom

Shell:

Two classroom sizes (100-seat, 50-seat) including one classroom that could be combined to provide a 200-seat facility

Classrooms should be wider versus deeper (noise issues)

Whiteboards in all classrooms

Darker walls with controlling lights

Multiple screens

Ergonomics/ distance / sight lines

Secondary walkways (split classrooms into quadrants)

Able to break into groups

Windows at the back with window treatments

Furniture:

Should include desktop space (fixed tables), 24" deep ideal (may be dictated by classroom size) and movable seats

A/V Technology:

Should include multiple screens, wireless internet, some kind of collaborative software (like Tidebreak), recommended laptop requirement for all students, video capture of whiteboards, videoconferencing capabilities (a dedicated space in high-end facilities), dimmable/adjustable lighting, audio systems with wireless mics, a tablet PC or wireless device to serve a Symposium whiteboard function

Graduate student team – Basic fixed classroom

Shell:

Two screens positioned such that the lecturer won't block them (more, smaller screens? Seat-back screens?)

Room should be wider versus deeper

Range of motion (a middle walkway, a back walkway)

Tiered floors (improved sight lines)

Darker-colored carpeting

Whiteboards

Windows at the back, coverable

Dimmable lighting

HVAC!

Furniture:

Fixed table (24" deep if possible, else 18")

Movable seats

A/V Technology:

Power at every seat

Two screens or individual screens (each student's laptop?)

Sympodia

Audio system with mics

Videoconferencing capabilities

Recommended configurations for laptops

Video capture capabilities

Undergraduate student team – Basic fixed classroom

Shell:

Natural and artificial light

Electrical power on each wall

Quiet & comfortable (climate-controlled)

Non-directional orientation; flat floor
At least a 10' ceiling
Front wall should have a hard, sound-reflecting surface

Furniture:

Should be smaller tables & chairs that can be reconfigured easily

A/V Technology:

Laptop consoles with Sympodia

Projection space AND whiteboard space (not the same spaces)

Multiple writing surfaces

Audio system with speakers and wireless mics

A representative from each group presented the items compiled by their group. Shahra raised the issue of the incoming class having to reconfigure a classroom that had been rearranged. A policy for returning classrooms to their original configuration may have to be established.

Andy Allen thanked everyone for coming and for their input. Shahra said she'll set up a WebCT site for committee contributions and collaboration. Anyone needing an orientation can get it from the iTeam.

The meeting adjourned at 1:40 pm.