

Faculty Facilities Planning Advisory Committee

Meeting Minutes

October 1, 2021

8:00-9:50 a.m.

Zoom

Invited guests: Ken Cott (IT Services), Glenna Decker (IDeL), Justin Melick (IDeL), Dana Munk (Movement Science), Matthew Roberts (IDeL), Audrey Reenders-Arens (IT Services)

In attendance: Invited guests above and Hannah Seidel (co-chair), Laura Stroik (co-chair), Krista Benson (vice chair), Ed Aboufadel, Patricia Bolea, Amanda Buday, Breanna Chycinski, Ken Cott, Steve Dahlquist, Emil Delgado, Jonathan Engelsma, Chris Hinsch, Laura Kapitula, Davin Knarian, Marcia Lee, Kelly Margot, Blair Miller, Melissa Morison, Laura Przybytek, Christine Renner, Ross Reynolds, Maureen Ryan, Christopher Shaffer, Scott Whisler

Introductions:

Two new members Christopher Shaffer is a sabbatical replacement. Davin Knarian – student representative

1. Minute taker – Laura Kapitula

2. Approval of previous meeting's minutes

- Approved without amendment.

3. Facilities update on current and planned projects (Scott Whisler)

- Windows supply chain a problem with library, they are putting those up as they get them. They have done elevator upgrades, restroom refreshes, many parking lots were redone including G1 and a few downtown. They have plans to get some of larger lots repaved, including the rest of lot G and maybe H. DCIH is done and reopened. They are planning for a major renovation for Kirkhof. More Restroom Refreshes planned and upgrades with flooring.
- Ed Aboufadel indicated that over the last few years working on upgrades and replacements with the HVAC system to improve ventilation.
- Webpage with accessible restroom <https://www.gvsu.edu/facilitieservices/accessible-restroom-and-wellness-room-information-7.htm>, please give feedback if areas are missing that need gender-inclusive bathrooms. No one indicated a missing location at this time.
- Facilities is working on snow solutions and making upgrades.
- Free dispensers for sanitary products- set up in Allendale and over the next month working on Pew Campus. Looking into putting them into the gender-neutral bathrooms as well.
- Ross Reynolds asked if someone can move the Astronomy trailer back and Scott indicated he could.

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4. IT and academic spaces (Audrey Reenders-Arens, Ken Cott)

- Ken Cott, Emil Delgado and Audrey Reenders-Arens discussed updates to the classroom IT update and ticketing system available at the full-service IT Service Portal: services.gvsu.edu. Faculty, staff and students can submit an IT classroom ticket to report issues. Although calling 321-2101 is still encouraged for urgent issues.
- Question about where to submit requests for blackboard requests was demonstrated.
- IT encouraged that we give feedback.
- FixIT: At that point a discussion of the fixit website was discussed, currently fixit links to the old system. It was agreed that this would be fixed and the need for the importance of an easy way for people to submit classroom issues was stressed. The need for the fixit webpage to come in a web search was discussed as well. IT agreed to get the magnets up ASAP (within 3 weeks). For feedback Ken indicated there would be a form on the portal or one can email Ken Cott directly. It was asked if a ticket can be reopened and the reply was that yes in this system you can respond and keep your ticket open. At the bottom of the email it informs the user you can respond to keep your ticket open. If you respond after 24 hours it will generate a new ticket, but technicians can merge tickets.

5. Active learning spaces panel discussion (Glenna Decker (IDeL), Justin Melick (IDeL), Dana Munk (Movement Science), Matthew Roberts (IDeL))

- Glenna Decker- Has not herself ever taught in an active learning space. However, she does her best to move very heavy furniture around. Tables with wheels could really help.
- What is an active learning space?
 - Dana indicated the need to be able to move things around with ease to reflect educational goals. It allows for movement, decenters the teacher. Multiple screens would. In current classrooms we make assumptions about bodies and that all folks fit in those chairs, an active learning space allows for inclusivity for people with individuals with physical limitations as well as other types of differences. Ideally an active space allows different things up on different screens. Assumptions are inverted. In that space role of the student is to absorb.
 - Activity permissible, multiple projectors, getting rid of fixed furniture and enough space to move around. The ability to get to students if needed. Talked about outlets, floor outlets, etc.
- Great basics to include: movement, tables not only moveable but can form different shapes. Want things to fit people with a variety of sizes. Height flexible seating for faculty. Some good examples of a prototype that can be improved and a plan. Starting to change blueprints of standardized classroom. Mentioned Honors 218 or 219 as a good example. Some technical changes recommended within current classrooms. USB-C power and charging cords. Currently some technical issues with stations. The need for high quality projectors and images was stressed.
- Emil Delgado indicated that a lot of things are being worked on in regards to Duo and helping faculty.

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- Instructors should request needs such as chairs or issues with cording.
- There is an active learning university committee, the active learning sub-committee could send a representative.

6. Classroom walk-through update

A. Review IT walk-through checklist for AY 2022-2023 (Laura Stroik)

Showed list of things that are checked in walk throughs. Emil indicated us spending time on this could be helpful. It looks pretty good and our group could do a look through. It was agreed it would be good to give feedback on the list.

B. Discuss cleaning instructor stations (Laura Stroik)

Briefly discussed need to remove old items, and instructor responsibility to remove clutter. Classrooms are pretty clean and organized but instructor stations are sometimes neglected, so might be nice to make sure during the walk through

7. Sanitary product accessibility update (Hannah Seidel)

- Addressed in 2. above, free dispensers for sanitary products- set up in Allendale and over the next month working on Pew Campus. Looking into putting them into the gender-neutral bathrooms as well.

8. Other committee updates

- Sub-committees should make contact and form a plan in the next week. Can email Hannah or Laura with updates.

- At this point we ran out of time. Points and updates below will be discussed at next meeting.

A. Academic Space Committee (Kelly Margot)

B. Parking Committee (Krista Benson)

C. University Technology Council (Laura Stroik, Christine Rener)

9. Other business

10. Subcommittee breakout sessions

11. Adjournment

Next meeting: Friday, November 5, 8:00-9:50AM (via Zoom)