

**New York City College of Technology – City University of New York  
300 Jay Street, Brooklyn, New York, 11201**

**College Council – Buildings and Grounds Committee**

Standing Meeting Notes

Time: Sept 1, 2015, 1:15pm – 2:00pm

Location: V806

Present: MaryAnn Biehl; Jason Ellis, Monique Ferrell, Jean Hillstrom, Jason Montgomery (Chair), Robert Polchinski, Tess Tobin

Absent: Siddi Berri, Jierong Cheng, Tony Cioffi,

Special Guest:

1. The committee reviewed the outline for the project for the year: Student Learning and the Classroom.
2. The committee developed a general action plan for the fall semester as follows:
  - a. Department Chairs to serve as Peer Reviewers and Advisors.
  - b. Committee to review literature and develop project bibliography.
  - c. Committee to develop survey for students and faculty with particular focus on design students. Request AIR to help facilitate student survey.
  - d. Committee to meet jointly with Technology Committee
  - e. Committee to invite Julia Jordan and Mariano Alemany to Review Findings with Committee
  - f. Committee to develop a case study for classrooms that are identified to be renovated.
3. For next meeting:
  - a. Tess Tobin assist with development of project bibliography.
  - b. Jason Montgomery to organize materials on Openlab site for easier review.
  - c. Robert Polchinski to explore HVAC and Classroom Design literature.
  - d. Monique Ferrell will look into survey questions.
  - e. Jason Ellis to review materials on Openlab site and suggest additional materials.

Business concluded for discussion. Prof. Montgomery adjourned the meeting at 2pm.

Respectfully submitted: Jason Montgomery, chair