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: November 24, 2015, 12:45pm – 2:00pm
Location: V806

Present: Tony Cioffi; Jason Montgomery; MaryAnn Biehl; Tess Tobin; Monique Ferrell; Jason Ellis; Jierong Cheng; Robert Polchinski; Jean Hillstrom; multiple members from Technology Committee

Absent: Monique Ferrell; Sidi Berri

1. The Buildings and Grounds Committee had a joint meeting with Technology Committee. Members from both committees were highly enthusiastic about the combination of classroom layout and technology, and this sparkled lively discussion throughout the meeting.
2. The integration of the technology, furniture and classroom design should have a holistic impact on the flexibility. For example, certain classrooms can be standing classroom to accommodate flexibility of different needs.
3. The Buildings and Grounds Committee is working on a report about the classrooms, which includes the survey from faculty and students. Both survey and the report are expected to complete the preliminary draft in the spring of 2016.
4. The survey and report will be based on prior literature about the classroom research, more information can be found in the OpenLab B&G site.
5. Both committees came up with multiple ideas to incorporate the technology into the current classroom design, see below:
    - Presentation tools - Examples: a. site lines b. multiple projections
    - Computing
    - Internet – provide Wifi for easy access in the classroom for online/hybrid class, online material, etc
    - Power – the power outlet can be in multiple location instead of just a few places at the wall
    - Lighting – dimmer can be used. The current classroom setting is either power on / off. If the projector is on, the dimmer can work well for the classroom
    - Furniture – the configuration of the furniture can be easily change from a discussion classroom to a lecture room
    - Sightlight – the ability of students to see the blackboard or projector with ease.
    - Accessibility – Example: a. hearing impair b. sight impair c. ADA compliance to accommodate students with disabilities

- Storage network such as Dropbox – both the faculty and students to utilize online storage system and its security
- Smart phones – Citytech to provide applications that can be accessed through smart phones. If possible, when the class utilizes online material, the publishers should also provide applications on the smart phone to let the students have the maximum access
- Multiple model for the classroom – Depends on the needs of the technology, the classroom can divide into low/medium/high tech classrooms
- BYOD – bring your own device, both the faculty and students can use the full potential of technology in the classroom
- Implementation plan – the timeline and budget to implement the new classroom with advanced technology
- Podium
- Testing room – need to be able to convert a classroom into a proper testing environment

Meeting adjourned at 2:00pm.

Respectfully submitted: Jierong Cheng, Secretary