# Meeting Minutes

March 5, 2021

8:00-9:50

Zoom

In attendance: Hannah Seidel (chair), Ed Aboufadel, Krista Benson, Jonathan Engelsma, Jason Herlands, Chris Hinsch, Kelly Margot, Sue Mlynarczyk, Melissa Morison, Laudo Ogura, Laura Przybytek, Christine Rener, Ross Reynolds, Laura Stroik, Scott Thorgaard, Scott Whisler, John Klien, Alex Hicks

Not in attendance: Laura Kapitula, Sara Beaubien, Jina Lee, Adrienne Wallace, Grace McMahon

Guests: Pam Wells (University Registrar, co-chair of Academic Space Committee)

1. Minute taker Sue Mlynarczyk
	1. Minute taker for next meeting (4/2/21): Sarah Beaubien
2. Approval of previous meeting’s minutes. Moved to approve by Krista Bensen and seconded by Christine Rener
3. Facilities update on current and planned projects (Scott Whisler). Short summary.
4. Active Learning Taskforce update (Christine Rener, Krista Benson). Taskforce meeting convened to establish a process for review and benchmarking of classroom technology and active learning spaces for current and future state.
5. Krista Benson: Active learning classrooms are learning spaces (physical and virtual) designed to facilitate active student engagement and collaborative learning, featuring flexible layouts and integrated technologies. Task force suggested to formalize process with several recommendations. See *Active Learning Classroom Task Force*document (in email and on Blackboard).
	1. Discussion: Much discussion ensued:
		1. First goal is to determine the role FFPAC wants to play.
		2. Another goal is to formalize the process of making alterations to learning spaces, which is currently informal.
		3. Increase transparency of the processes that exist today for classroom request changes by providing a consistent method of collecting and processing classroom requests to be submitted by each college to the Academic Space Committee.
		4. Recognition that classroom changes should be reviewed and approved at the dean level.
		5. Approved requests from the dean should be presented to FFPAC.
		6. FFPAC will review and determine if the request should be sent to the Academic Space Committee for consideration. Part of the review will include consideration of the request to increase active learning classrooms.
		7. Review and update of the academic space request website.
		8. Website search for information about learning spaces (including active learning spaces) needs to be refined.
		9. Clarification on how and where to submit a classroom change request.
		10. FFPAC to develop a survey to be sent to faculty each semester inquiring about their experience in the classroom(s), both physical and virtual, and asking for feedback and recommendations.
		11. FFPAC to provide recommendations from survey to Academic Space Committee.
		12. FFPAC to develop a mechanism for student input of teaching spaces.
		13. Develop a website (IT) to provide transparency regarding classroom spaces, planned renovations, training opportunities as well as ‘show-and-tell’ to learn about latest trends in classroom design (example: Classroom Readiness Committee | Office of Distance Education and eLearning (osu.edu)).
		14. Suggestion to connect the registrar’s system to the website (see xiii.).
		15. Ed Aboufadel: FFPAC should send a report to faculty about active learning and spaces to help promote active learning and to inform them about intended use of each space.
		16. FFPAC to develop a survey each semester or periodically to assess need and desire for Active Learning Classrooms (ALC). Additionally, a clearer inventory of spaces is needed.
		17. Christine Rener: will need to integrate professional development around ALC.
		18. Melissa Morison: need clarification on the term “Scheduling.”
		19. Kelly Margot note: FFPAC can also recommend in our yearly report that we would like increased transparency at the dean’s office level.

Motion made by Kelly Margot: FFPAC will submit a yearly report providing an update on Active Learning Classrooms at GVSU, which will include distribution to faculty.

Seconded by: Krista Benson

1. Subcommittee updates
	1. Sanitary Product Accessibility in Restrooms – discussion ensued:
		1. Alex shared report submitted in December. Christine Rener wants to support:
		“This $3,500 will support our recommendation of purchasing releasing mechanisms for 35 current dispensers (approximately 1 per building on Allendale, Pew and Health campuses) along with the approximated $870 increase in products in those restrooms.”
		2. As noted early in January, Facilities will continue to oversee the logistical components (purchasing, distribution, etc.) and the Basic Needs Taskforce will help support with advocacy and any other implementation needs.
		3. Alex Hicks: I will be connecting Abbe and Rence Meredith in Facilities to get the $3,500 and will be sharing the contact info for purchasing the releasing mechanisms. I would suggest that the Basic Needs Taskforce (BNT), when able, pull together students to help decide which restroom in each building is most accessible; BNT may also consider how to best advertise these new locations.
		4. Ed Aboufadel: One idea to post info on this topic: <https://www.gvsu.edu/facilitiesservices/accessible-restroom-and-wellness-room-information-7.htm>. Lists all bathrooms on campus and amenities present at the different locations.
		MyBlue Laker app – can ask where menstrual products are on campus
	2. Standards for Electricity/Power Access in Classrooms
		1. Pilot program going forward
		2. Reported that VP Topic mentioned he was surprised there are not plugs in the floor of the new building/classrooms.
		3. John Klein discussed the cost, size, and use of various charging bricks and USB outlets; the use of lockers for charging devices; the need to survey the different spaces and needs for power – to determine best plan going forward.
		4. FFPAC members are expected to remind their department faculty and students to compete the survey that will be coming out on electrical/power access needs.
2. FFPAC Chair(s?) & Vice-Chair 2021-2022.
	1. Permission received to have Co-chairs/Vice Chair.
	2. Laura Stroik will be on sabbatical in Winter 2022.
	3. Request made for nominations or self-nominations for Chair/Co-chair/Vice Chair.
	4. Kelly Margot interested in serving as chair again in a future year.
3. Other business:
	1. Laura Stroik: Regarding significant IT issues; they will be developing a process for a road map of technology issues. Will be sending an email with more info. Spread the word.
	2. Hannah: Reminder that next year we will have a charge to examine the follow-up process for completed work orders that ties in to such IT issues.
4. Adjournment- Motion by Chris Hinsch and seconded by Laura Stroik 9:29 am.

Next meeting: April 2, 2021 8am-9:50am, Zoom