

COUNCIL FOR TEACHING AND LEARNING
Minutes

Date: May 8, 2007
Time: 4:00 p.m.
Place: BA Building, Room 403
Present: Groome, Kingsley, Leung, Neill, Patchin (secretary), Reis (Chair), Reynolds, Risinger, and Wong
Absent: Adkison, Devine, Mickelsen, Packer and Rudd

1. Minutes of April 10, 2007
Action: Moved by Reynolds and seconded by Groome to approve the Minutes of April 10, 2007. **Passed unanimously.**
2. Chair election for 2007-2008 –
Eligible are: Leung, Neill, Reis, Reynolds, Risinger, and Wong. Rosemary Smith will be coming back after sabbatical as well. No nominations. Reis will speak to Smith regarding the Chair position.
3. Survey Results –
The council conducted a survey of classrooms completed by faculty members. They used a software program with the assistance of ASISU. Some problems were: an odd number of choices had to be used, some rooms were not on the list of choices, and some rooms on the list should not have been available.
Reis stated that Darrell Buffaloe has been waiting for a priority list for rooms to be repaired. The council will have two lists; one for physical plant issues and one for technical support. Reis will compile a list for Buffaloe listing safety issues first, size of room (occupancy size), then those in need of most repair (i.e. acoustics, aesthetics, lighting, and writing space).
Discussion: Members want to know who is responsible for the upkeep of rooms. There should be a standardized policy on who supplies pens, erasers, light bulbs, etc. Is it the college's responsibility or Physical Plant?
An evaluation of classrooms should be conducted at the end of each year or semester to find out what instructors need or if there are any new safety issues.
4. Adjourned at 5:05 pm

Approved by CTL: September 18, 2007
Approved by Faculty Senate: October 1, 2007