

Idaho State University
Council for Teaching and Learning
Minutes

Tuesday, January 22, 2008
4:00 PM
Business Administration Bldg, BA 403

In Attendance: Campbell, Diedrich, Enos, Groome, Leung, Neill, Reis (Chair), Reynolds (Vice-Chair), Rhoads, Risinger, Rudd, Wong
Excused: Adkison, Hill, Wallace (Recording Secretary)
Absent: Lora, Smith

1. Minutes of September 18, 2007

ACTION: Leung **moved to approve** the Minutes, seconded by Reynolds. No discussion. The motion **passed** unanimously.

2. Minimum Standards and Classroom Survey Report

Reis distributed copies of handouts to the Council members. The prioritized room by room list is not yet completed but the Faculty Senate's work study student is working on it and should have it done for the next meeting. The Council's recommendations will help determine what can be done to fix the various problems identified. Reis reminded the Council members they had already decided the room list will be prioritized by: 1) **safety issues**; 2) **occupancy size**; 3) **repairs or maintenance needed**.

The classroom survey covered five major categories: Teaching accommodations, Student accommodation, Classroom Physical Environment, General Room Condition, and Technology. The survey identified **technology** as the biggest challenge faculty encountered in their classrooms. The second largest complaint was with physical plant issues such as **heating, cooling** and **ventilation** problems. If there is a plan, schedule or policy the campus Facilities Services department uses in prioritizing building maintenance and repairs, the Council is not aware of it. Campus Planning Council is the body that sets such maintenance policy

Council members felt there needs to be a better method for **ensuring classroom supplies are replenished** (e.g. pens, chalk, white board markers and erasers) and burned-out light bulbs are replaced. As yet, there is no central location for faculty to request supplies or repairs in specific classrooms. This is especially a problem when a particular **classroom is shared by several different departments**. Much of the discussion centered on this problem and specific examples were given. One suggested solution would be to create a centralized location that faculty can go to for supplies or to request repairs. The question arose why it should be faculty's responsibility to do so instead of a part of the custodians' duties.

Reis asked Council members to email her their ideas and comments and she will compile a list for discussion next time. The Council's report and recommendations will go to Faculty Senate for its approval, and from there will be sent on to Physical Plant and Campus Planning Council.

The next Teaching and Learning Council meetings are scheduled for Tuesday, **February 26, 2008** and Tuesday, **March 18, 2008**.

3. Adjournment: ~5:10 p.m.

Respectfully submitted,

Catherine Wallace
Administrative Assistant 1
Faculty Senate

Approved by Council for Teaching and Learning: March 18, 2008
Accepted by Faculty Senate: April 7, 2008