ACTION REQUESTED:
Accept this report as an information item for the Academic Senate about the progress of the “Classroom Planning Study and Classroom Design Standards; California State University East Bay: 21st Century Classroom Plan” project.

PROJECT REPORT:

1. Origin of the project
President Morishita is committed to update our classrooms to 21st century standards to meet current instructional and student needs. Some funding has been allocated to Facilities Management for an initial study to set up the standards, and a plan for continued implementation of the plan to meet the standards in the years to come. AVP Jim Zavagno is the lead overseeing this project.

2. Outside contractor for the Study and Standard phase of the project
WRNS Studio, a SF based architectural company https://wrnsstudio.com/ was commissioned to conduct the Study and Standard phase of the project. The company has a lot of experience in design, and understands the needs and structure of higher education institutions. Their staff is well trained, understanding, willing to listen, and highly capable to incorporate feedback from faculty and students into plans and actions. They are resourceful too, in response to the campus needs, desires, and views.

3. Processes of the Study and Standard phase of the project
a. AVP Zavagno attended COBRA meeting in Fall 2014, presented the project, and requested faculty participation in the “Classroom Upgrade Master Plan Special Subcommittee”.
b. COBRA sent 2 members to the subcommittee, and helped recruiting representatives from the colleges/library on the subcommittee. Subcommittee members include:

   Asha Rao (CBE faculty)
   Robert Lin (CBE faculty)
   Eric Engdahl (CEAS faculty)
   Missy Wright (CEAS faculty)
   Bridget Ford (CLASS faculty)
c. AVP Zavagno convened the subcommittee on 2/17/2015, and then WRNS Studio led the committee for introduction, presentation, discussion and planning. The meeting lasted 2 hours.
d. WRNS Studio created a survey for both the faculty and students, revised the surveys substantially after incorporating the feedback from faculty and students, and conducted the surveys. The survey included several open questions to ensure inclusivity of campus views and ideas.
e. Responses for the surveys: 93 faculty (out of 789 faculty headcount, 11%), 1018 students (out of student headcount of 14134, 7%). There is a detailed report about the surveys by WRNS Studio.
f. WRNS Studio convened the second subcommittee meeting on 4/24/2015, presenting the survey result analysis, presenting the basics of 4 types of classrooms (Large, Medium, Small, and special rooms (such as the terraced lecture halls in MI)), and engaging the subcommittee for choices, critiques, suggestions, and preliminary decisions about the possibilities and choices for setting the standards and choices.
g. The Standards fall into 3 major categories (with 8 to 11 details specs in each category): Environmental (e.g., lighting, acoustics, temperature, air quality), Equipment (e.g., writing surface, chairs, tables, time-piece, etc.), and Technology (IT equipment, projectors, WIFI, smart board, instrument stations, etc.)
h. Some highlights of the discussion
   i. Much discussion was devoted to how to make the classrooms meet the diverse needs of instruction in the current climate for both traditional, new, and emerging pedagogical practices. For example, selection of tables and chairs were discussed and selected so that they are re-arrangeable easily from within a class or across classes, for lectures, discussions, group work, collaborations, student presentations, individual work, etc., and at the same time considering student needs (space for using computers, writing, putting sizeable backpacks; movability, body size, and use of instructional technology).
   ii. WRNS Studio provided several choices from other institutions, which were inspiring and exciting. One example came from a low tech, but innovative idea: applying writable paint on the wall to make the whole wall writable by erasable dry ink pen (resulted from the discussion about the limited size of the whiteboard we currently have).
   iii. Discussions were made to explore the movable projectors, power sockets, instrument cabinets, etc. to fit different class settings. WRNS involved an expert in media technology, who engaged with both the subcommittee and ITS for ideas and design.
   iv. Although all were aware of the budget limitations, the discussion involved much engagement on IDEAL and DESIRABLE situations for more futuristic and forward thinking.

4. Next steps
   a. Two more committee meetings will be convened: 5/21 and 5/29
   b. WRNS Studio will present more detailed design and plan for the design and equipment, based on the discussion of the 4/24 meeting and the meeting with the student representatives.
   c. The final plan and report will be made and delivered to CSUEB Facilities Management by the middle of June. Final print of standards and plan is scheduled for 6/12.
Attachments:
  1. Agenda for 2/17/2015 meeting
  2. Agenda for 4/24/2015 meeting
Meeting Agenda

Date/Time of Meeting      February 17, 2015     10:00-12:00pm

Place of Meeting        CSU East Bay
                        Room VBT 411 (CBE, 15)

Project Name            Classroom Planning Study and Classroom Design Standards

Project No.             140212.00

Prepared By            Lilian Asperin Clyman
                        L.Asperin-Clyman@wrnsstudio.com

Purpose                Kick-Off Meeting

I.  Introductions

II. Goals for Effort (Jim Zavagno)
    • Process and Q&A
    • Responsibilities: COBRA Subcommittee Leaders and Contributors
    • Timeline

III. Outline of Classroom Design Standards Process (John Ruffo)
    • Site Visits and Comments regarding 4 representative classroom types and sizes o Small, Medium, Large, Specialty
    • Student and Faculty Engagement o Questionnaire: comments, format, and schedule
    • COBRA SubCommittee and Contributors o Define groups and confirm dates
    • Data Gathering o Launch Survey, Analyze Information, Assemble Conclusions and Recommendations o Reference Documents, Pinterest
    • Deliverables o Space and Program Development o Conceptual Design Alternatives / Configurations o Code Analysis
      o Room Criteria and Data Sheets, Equipment List o Space Standards for 4 prototypical classrooms

IV. Organization
    • Decision-making
    • Communication

V. Next Steps
Meeting Agenda

Date/Time of Meeting: April 24, 2015
Place of Meeting: California State University, East Bay
Project Name: Classroom Planning Study and Design Standards
Project No.: 14012.01
Prepared By: Prairna Gupta
pgupta@wrnsstudio.com
Purpose: Discussion Group: Faculty

1.1 Introductions 5 mins

1.2 Transforming Teaching and Learning @ CSU East Bay 10 mins
   1.2.1 What would you do if you could do more in your classroom and how (dream big!)?

1.3 Survey Debrief 15 mins

1.4 Room by Room Dialogue (Small, Medium) 30 mins

Break 10 mins

1.5 Room by Room Dialogue (Large, Specialty) 30 mins

1.6 Dialogue 15 mins

1.7 Next Steps 5 mins