Informal Learning Space Meeting Minutes   **Nov 30th, 2011**

Attending: Barbara Gordon, Kim Voll, Paul Carter, George Tsiknis, Patrice Belleville, Joanna McGrenere, Anthony Winstanley, Moyra Ditchfield

Regret: Holger Hoos

Purpose statement: To create better informal learning spaces for CS undergraduate students using space in undergraduate designated areas of the building.

- Introductions
    - Co-op will move to 106 and 106A providing the renovation budget is approved by the Faculty of Science and Computer Science.
    - The Co-op move will free up 3 undergrad project labs.
    - We need to identify specific requirements for CS student study space

- Resources for committee
    - Please read the links when you have time
    - Most informal space in ICCS is in the undergraduate zone but it is unsupervised.

- Short term and Long term goals
    - o Short term (this fiscal year) – work within the current budgets of TLS and Space
        - We may have approximately $20K to work with from the combined budgets.
        - Example short term projects: TLS made some changes in project labs last year and received positive feedback
        - The TLS and Space committee need to review their budgets to ensure they meet the current commitments and determine if there are any funds available.
        - Action: TLS/Space to confirm in January available funds for learning space upgrades.
    - o Long term (next fiscal year) – create a proposal for classrooms services and the department to fund larger projects, if necessary.
        - Application date last year was Oct 31st.
        - Funds allocated by Classroom Services – Max $50K will need to be matched by the department or Faculty of Science.
        - Long term goals could include renovations or furniture purchases to create something more interesting
        - Spaces that we can consider flexible use: 021, X351 and 014
        - The new assignment boxes in X235 have created some extra space in the West Wing basement that could be used

- How can we get input for suggestions/changes (are we missing anyone) (10 minutes)
    - o This subcommittee
        - Other membership required?
        - We are trying to get student(s) on this committee.

- o Undergrads
  - Should include the CSSS. They should discuss with students then come to report their findings. This may not be inclusive of all undergrads
  - Town hall meeting (how well are they used or advertised? They changed it this year: by specific group)

Action: George/Moyra to raise possible use of Town hall at Executive Meetings.

  - General student survey

Action: Reward/prize/gift for participant.

  - Instructors to choose students for the focus group?
    - o Example: new students in the program etc
- o Ask specific course instructors (319,310,110,?)
  - Easier to target a few classes and instructors teaching that course.
  - We can e-mail 319 students from last year. Some of them might be graduated.

Action: George will update the survey and mail it out.

Action: People should view the survey online and send back comments.

- **Review existing informal space on campus**
  - Much informal space is shared with undergrads, grads and staff
  - Some spaces included restrictions at certain times to ensure tables for staff at lunch time
  - Most of the existing space is multi-purpose and includes a mix of furniture to support individuals and group study, including conversations areas.

- Identify possible locations within ICCS and possible options for change
  - o Space should include white boards, signage, paint, lighting, mix of furniture, power, wireless
  - o Hallways in west wing
    - Need proper lighting and a table
    - Put signs in the hallway so student wouldn't talk loud in the hallway and disturb faculty/staff

Action: Determine if tables/seating can be added in hallways in west wing

  - o Space outside main office
    - People tend to talk and sleep here
    - Disrupts office staff due to noise and unprofessional appearance of sleepers
    - ICICS would prefer individual seating that doesn't promote conversations or sleeping

Action: Holger/MD to meet with Panos in January to determine seating

  - o Room 259 seating area overlooking the atrium
    - ICICS is willing to work with CS and split cost to upgrade the area

Action: Holger/MD to meet with Panos in the January to evaluate options

  - o Patio
    - Students periodically request access but the keying is an issue. Plant ops will not unlock as they do not consider this an entrance to the building.

Action: Space Committee to review leaving the door open to the patio 7*24

Action: Gate to be added to prevent access to AC units (on going)

Action: General cleanup to be done in the spring

  - o Project rooms

- We have 5 project rooms that don't have a TV
  - Add one display in each project room
  - Concern: Security issue for X1 project rooms
  - Solution: Put one display (per room) on X1, see what happen
- Add More paint, different colors
- Tables should be a 2ft *5ft rectangle possibly with 2 or 4 wheels.
  - 6ft half round table is being moved away from the screen. The round table puts you to close to the screen on the sides.

Action: Budget for 3 to 5 -32 inch displays for project labs

Action: Review existing furniture

o Alcove under the stairs on the 0 level
- Evaluate the space to determine if there is proper lighting and a table to work at
- Include signage and possibly paint to increase interest
- Action: Evaluate cost

o 021
- Fob Access. We put access control because we want to provide student a secure place at night
- There's a foosball table in the room
- Students don't know about this room because we don't advertise the room
- Signage, whiteboard, paint, carpet (make basement warmer) are needed
- May be able to mix and match with other ugrad furniture

Action: evaluate the cost of the signage, whiteboards, paint, and carpet.

Action determine if other furniture could be added to the room

Action: advertise by adding to learning space web page and signage in hallway and/or on door

o 014
- An informal space with 10 PCs
  - It is difficult for groups to function with the 1 PC located in the corner of the L shaped table. They tend to act as individual work spaces.
  - It would be better to move the pc's to the side of the table
- Projector is very popular in that room and is used by students
- White boards are not accessible; tables are too big, blocking the way
  - Prefer smaller table that we can re-arrange and create different configurations
  - We need mixture of furniture
  - Boardroom table (X836) is a good size and has two wheels for easy rearrangement.
- Gail wants TA to sit with 3 or 4 student to go over the assignment
  - Suggested to use a station with wide screen monitor
  - Action: Existing screens maybe fine ask Gail M for comments
- Power: Attach an extension cord to table to make power more accessible
  - Desirable to have power in middle of the room, we need to investigate this further as it is hard to have power hanging from the ceiling unless it is going to a fixed table
- Do we need a bigger display on the wall?
  - Students seem happy with 23"-24" display
  - Should we add a large display (32") like X337.
  - Should we add more 24" screen, so student can connect to their laptop?
  - We can get those wide screens for ~$200 each.

- We need a sign so that students know it is OK for them to plug in their laptop to the screen
- It would be good to have 20 monitors not attached to PC (add 10 to the existing ones)

Action: Evaluate costs of adding tables, new monitors, extension cords and reconfiguring room. Consult with Gail and Kim

- Evaluate undergrad designated space to determine if it is working or not (subcommittee?)
  - Project labs
    - $1000 for 2 screen (including brackets)
    - 1 screen per room (X339 and X341)
    - Positive feedback has been received from students
  - Demco Learning Centre
    - Too much used during peak hours resulting in students sitting on the floor.
    - We can move TA's to project labs near by
    - Install large display in project lab so TA can use them with a group
    - Will limit TA consulting to 4 tables in the learning center and 3 project labs
    - Renee is working on a booking calendar;TA coordinator (Ankur) will use in Jan 2012

  Action: Raymond to send out an announcement so Instructors can plan TA times
  - X351
    - Long narrow room
    - It's a nice room because it is so bright
    - Not functional for teaching because of its shape
    - Currently acts more like individual space rather than group space
    - Furniture does not work well: Varity of furniture might help
    - Suggestions:
      - remove the L-shape tables
      - install partitions in the long term (Split 1/3 and 2/3, no need to sound proof)
      - Glass partitions to create more light
      - mobile whiteboard or whiteboard on partitions
      - 5' by 2' tables might be a better choice for 3 or 4 people group
      - Relocate pictures to create whiteboard space
      - Remove PC's and put displays on the wall
        - Tables should support group work around the mounted display. May need to provide tables that can be moved either parallel or perpendicular to the wall
      - Move some the current tables to 021

  Action: Evaluate new layouts and the cost of the changes