

OLT Meeting
Facilities Workshop
Learning Center Workshop
July 26, 2006

Attendance: Tim Grogan (facilitator LC), Kevin Mulholland, Chris Klinger, Deidra Holmes-Dubois, Silvia Zapico, Linda Swaine (facilitator LC) Marie Bradi (facilitator Facilities), Judi Velazquez (scribe).

Facilities Workshop:

1. Schematics and statistics of all rooms in buildings 1, 2, and 3 were distributed. Labs and specialty classrooms were presented in a separate document. The documents reflected the number of seats in every room. LRC and Student Services areas were not included.

2. On as per needed basis the Golf course will allocate space through Judi Velazquez.

3. Marie Brady will research with Bob Kearfoot the feasibility and financial cost to relocate the Tandberg/Distance Education equipment to room 2-219B. This recommendation met with the support of all the members of the OLT attending the workshop. This is due to the fact that the equipment is located in the auditorium and at this location it is not used very frequently. The Faculty Association and others believe that this new location will provide a more flexible arrangement of the furniture to adapt to different uses.

4. Room 2-219B will be available for BOT meeting, guest speakers, exercise classes and other uses. It may also be book for FTE generating courses as needed.

5. The Auditorium is booked in the middle of the day for fall on Tuesdays and Thursdays for nursing courses. In order to free the auditorium for guest speakers, we requested for Judi Velazquez to research alternative rooms that they may be able to use with a cap of 40. If there are no rooms available of this size at the campus, then, UCF will be called for permission to use their room 3-325 for this purpose.

6. Because of the College on Demand, Student Services will be conducting New Student Orientation through out the year. For this program, they need large rooms to accommodate 40 to 45 students. The larger rooms at the campus are 2-219A, 2-219B, 3-325(UCF). 3-208, 3-300 (these two rooms are large, but at the present time they do not have enough student stations), and the Auditorium. The members present at the meeting unanimously supported and endorsed this program and processes to make accessible open rooms for this purpose.

7. Provisions will be made to accommodate larger number of stations in rooms 3-208 and 3-300, if rooms can accommodate the stations.

8. Marie Brady will facilitate a meeting with the Administrative Secretary and Judi Velazquez with the purpose of training and giving access to Judi about any shared file or other processes used for classrooms booking and availability.

9. Kevin Mulholland will make available to English faculty members the down times of rooms 2-142 and 2-144 for them to schedule classes.

10. Dale Husbands will provide Marie Brady and Kevin Mulholland with the computer labs availability in his area.

11. Marie Brady will display the availability of labs or e-mail this information to Deans to facilitate the booking of these rooms for faculty members who incorporate the use of computers as a teaching strategy. Marie will produce this information for the next OLT meeting.

Learning Center Workshop:

How are the students using the Learning Center?

- For the basic availability for technology (homework)
- To check email
- For tutoring (reports, research, use of computer, PowerPoint)
- As a one stop to get tutoring in all subjects
- As a comfortable place, with a welcoming environment (safe)
- For the interactive staff (guide) and their expertise
- Students from a given faculty member who brings students to the center
- LC seen as one unit, not separated

Learning Center website (a copy was handed at the meeting)

- Deidra will work with Sandra Guevara to word smith and Mission Statement.
- It was suggested for the Web site of the LC to have a comment section.

General Comments:

- There should be signs for the different designated zones/ functions in the LC
- The new programs at the LC need to be advertised.

