

# Furniture

**Confirmed**  
*Explanation*  
Discussion

## Desks

- **Moveable** - *flexibility*
- **Reconfigurable** *for lecture and small group work*
- **24" x 60" tables for two** - *want narrower tables*
- **No modesty panels** *to allow for group work and to allow for students to sit on both sides of the table; allows for a more flexible environment*
- **Student desk for teacher** – *no need for different style desk*
- Use 6209 furniture as precedent
- Tables with electrical outlets up for discussion – *conflicts with mobility desires*

## Chairs

- **Moveable** - *flexibility*
- **Reconfigurable** - *flexibility*
- Use 6209 furniture as precedent
- Distance from front of room to first row of desks needs to be properly placed and distanced (8 ft. standard)

## Teacher's Podium/Lectern

- **Minimal in size** – *takes up little space when not needed*
- **Should be for standing**
- **Adequate space to place laptop on**
- **Should not be fixed directly in front of the screen**
- **Some storage built-in for pens, markers, erasers, flashlight, possibly wireless mouse**
- Moveable vs Fixed – *still no consensus; will provide several options of podiums*
- Used for student presentations
- Podiums in 6211 and 6209 are too large, permanent
- DVD player not on the floor
- Document Camera should be near the teacher's podium
- Need to relocate donor's nameplates on podiums

## Side Table

- **Moveable** - *Flexibility*

- For demonstration items and teacher's materials
- Opt to use standard student desk if teacher needs a side table

#### Best Practices

- General Classrooms: use 3-West as precedents
- 5<sup>th</sup> Floor Auditorium: use 6-West as precedents
- Movable tables and chairs so the classroom can be reconfigured for small group work with minimal effort

#### Moot Courtrooms

- Only special furniture needs to be the bench and lawyer's tables
- More discussion required – separate committee

# Tools & Technology

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## In the Classroom

### Teaching Surfaces

- **Whiteboards**
  - Where possible, should be on all walls
  - Preferably not located underneath/behind projector screen
  - Want to try out different methods – whiteboard paint option?
  - Should be able to hang hooks onto for flip charts or easels
  - Some whiteboards should be able to slide (see Rm 3205)
- **Blackboard**
  - *Some instructors want to continue to have chalkboards*
  - Small number of mobile blackboards will be provided
- **Projectors**
  - *Useful teaching tool; probably should have in every room*
  - Investigation of different types of devices, installation location, etc. required
- Flat screens
  - *Preferable in seminar rooms*
- Smartboards
  - *Consider evolving technologies, large investment*
  - Investigate a pilot smartboard program with interested faculty

### Document Cameras

- *Necessary for teaching; used all of the time*

### Lecture Recording

- *Teachers would like to have this capability*
- Need to figure out technology/equipment to implement

### Computer

- *Used by teacher for most lectures in some capacity*
- **Has multiple easily accessible USB ports**
- **Wireless mouse with a full-room range**
- Built-in DVD player
- Class-specific software built-in or accessible online

- Contains add-ons that support Cybercampus

#### Printer

- *Not necessary for every classroom*
- Need to investigate need and how printers are currently being used in the classroom

#### Video-conferencing Tool

- *Needed for specific classes or lectures*
- Need to investigate options – Skype?
- Identify which rooms might be suitable for more robust tools
  - Possibly install in 2 classrooms per floor

#### Audio-conferencing Tool

- *Needed for specific classes or lectures*
- *Not required for all classrooms, but all classrooms should be able to support it*
- Need to investigate options

#### Lecture Recording Tool

- *Some rooms should be able to record classes/lectures*
- **Recording capabilities and tools (filming, lecture capture)**
- **Should have a wide range**
- Ideally, not fixed cameras
- At the very least, should capture the front of the classroom

#### Large Clock

- **Located opposite the primary teaching wall** – *so teacher can see, but students cannot*

#### Phone

- *For security and communications*

***Equipment and tech support instructions should be provided in every classroom.***

#### Mobile Lab

- *Used for classes that require computers, because we are getting rid of the computer labs*
- **Laptops for entire class**

- WIFI Printer built-in
  - *More research needs to be done about how and when the printers are being used; Barbara will investigate*

### **Mobile Tools/Tech**

- Smartboards
  - *Might have a few mobile smartboards for teachers who want them*
  - Test out different models with interested faculty members
  - Smart board to print out what is on the white board and capture the material digitally- good for student brainstorming
- Blackboard
  - *Some instructors want to continue to have chalkboards*
  - Small number of mobile blackboards will be provided

# Utilities

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## Network Access

### Power & Wiring

- **WIFI should be provided in every classroom**
  - *Reliable wireless for student use*
- **Outlets**
  - *More power outlets for laptops*
  - Outlets – one per classroom is too much
  - Provide outlets, and possibly provide charging stations elsewhere – hallways, lobbies

### Lighting

- **Standardize fixtures with existing - use 6-West as a precedent**
- **All rooms should have dim and zone controls**
- *Dimmable lighting for better projected image viewing*
- Should be natural white lighting (not yellow fluorescent) – *easier visibility in room*
- Hiring an outside consultant for lighting

### Acoustics

- *Rooms should have adequate acoustics. Need to be able to hear everyone from every part of the room, and reduce echoes in hard concrete ceiling locations.*
- Many classrooms currently echo
- Computer audio needs to be adjustable in volume and able to hear throughout the classroom. Consider speakers and sound distribution
- Hiring an outside consultant for lighting

### Climate

- **All rooms should be climate Controlled**
- Currently, air conditioning is not very distributed

### Waste

- One large trash can per classroom – *maintenance will sort trash*
- Recycling bins, compost bins, trash bins in each classroom? Might be too messy; promote more eating in class

- Compost and recycling probably too much to maintain

### **Storage**

- **Need a place to keep a relatively secure supply of dry erase markers and erasers – probably teacher podium**
- *Not high priority; no real need in each classroom*
- Storage needed for mobile carts and labs

# Hallways/Adjacencies

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## Hallways

- Cork Flooring – some think it looks unprofessional
- Bamboo Flooring (used on walls in 6209) might be more professional
- MKThink will provide several samples of various types of flooring for the hallways

## Doors & Entryways

- **Secure, lockable** - *safety*
- **Standardized (Color, style, hardware, etc.)** – *maintain professional aesthetic*
- **Bulletin board outside the classroom to show room availability** (so they can use empty classrooms to study) and post announcements; *able to be thumbtacked for impromptu messages or classroom changes*

## Storage

- Mobile tools/technology, mobile labs need a storage area

## Bulletin Boards/Digital Signage

- 3 per floor: one in each wing, and one in the elevator lobby
- Might be too much, unnecessary; need to investigate operations and procedure of digital signage
- **Bulletin board outside the classroom to show room availability** (so they can use empty classrooms to study) and post announcements; *able to be thumbtacked for impromptu messages or classroom changes*
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## Lockers

- *Until textbooks are no longer used, GGU will need lockers*
- *Needed for Law School because of the amount of books*
- **Provide small amount of storage for adjunct faculty** – does not necessarily need to be a locker, but *most do not have offices*
- Mike needs a final total locker count for Business and Law Schools
- Use 3-West lockers as the standard?

## Furniture



- **Provide some comfortable chairs: soft covering**, adjustable up and down, with arm rests in lobbies; *for casual study and learning*

# Materials

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*All materials should support the acoustics and aesthetic of the room, and enable classroom learning*

## **Walls**

- Clean/refurbish/replace existing fabric on walls
- Use wainscot protection
- Paint should be light, calming colors

## **Windows**

- Where possible, classrooms should provide good natural light
- Reduce glare on teaching walls
- Window treatment – use same as GGU Center Room 6211

## **Flooring**

- **Carpet** – *for acoustics and ease of maintenance*
- Hard-covered flooring, because of allergies – went with carpet *see above*
- MKThink will provide several samples of various flooring for the classrooms

## **Ceiling**

- No exposed ducts on the ceiling – some students and teachers think it's ugly
- **Ceiling considerations need to primarily support acoustics of the classroom**