

CLASSROOM MEETING NOTES

PROJECT: University of Wisconsin – La Crosse
PRAIRIE SPRINGS SCIENCE CENTER – PHASE II
La Crosse, WI

DFD PROJECT NO: 19G1J
RA PROJECT NO: 1290E

MEETING DATE: October 13, 2021

MEETING TIME: 11:00am-1:00Pm

ATTENDANCE:

Cathy Weiss	UW-System Administration	cweiss@uwsa.edu
Mark Sandheinrich	UW-La Crosse	msandheinrich@uwla.edu
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Jim Viviano	NV5	James.Viviano@nv5.com
Jesse Fishman	NV5	Jesse.Fishman@nv5.com

AGENDA:

1. Mike Adler noted that the goal for the meeting is to review what was previously discussed, validate the classroom and support space layout and function, and review the various items that need further input and direction.
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OVERALL PLAN REVIEW:

1. The overall plans of each floor level were presented. The following items were noted:
 - a. No comments.
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DESIGN REVIEW:

1. General:
 - a. Teaching Podiums:
 - Fixed location and constructed as casework provided by the contractor.
 - AV equipment, computer, monitor and arm, cable cubby with retractable power, HDMI, and USB.
 - Location to be offset from the center of the room, closer to the edge so it doesn't block student viewing. Faculty prefer the front-center to be open for moving around.
 - b. Lighting:
 - Interface with controls at teaching podium. Lutron and Crestron systems used in the past.
 - Manual control to be provided at the room entrance. Scott advised that the smaller rooms duplicate the scene presets located at the podium controls. Larger rooms that will likely have more complex lighting scenes would not require this level of control at the entrance.
 - Dimming control components likely located above the ceiling.
 - RS232 interface to be included in the electrical dimming system.
 - Demonstration area to include lighting to highlight this area.
 - c. Projection Screens:
 - Controlled at podium touch panel and via toggle switch on the wall near the podium.
 - Screens to be located as high as possible. Design team to continue to evaluate ceiling heights, structure, utilities, sight lines, etc.
 - Department representatives commented that dual screens are not used as often. Most utilize a single screen to one side while using the remaining markerboard.
 - Department representatives commented that future needs for markerboards may not be as critical as the use of digital annotation and lecture capture will be more common.
 - There are instructors currently using SMART Podium technology (formerly Sympodium).
 - Two screens commonly address sight line issues. Also dependent on whether or not the displays are showing the same content or not.
 - Ability to capture markerboard content is important. Most students simply take a photo of the markerboard as their way of capturing the lecture. Further review and discussion needed.
 - d. Coat Storage:
 - Not required in any classrooms.
 - e. Clocks:
 - Requested in every classroom. Locate at middle of side wall. Clocks provided and installed by UWL. No infrastructure required.
 - f. Sink:
 - Provide casework for storage at classroom sink. Provisions for paper towel and soap dispenser are needed.

- g. AV Equipment:
 - Equipment that requires instructor interaction is located at the teaching podium. Additional hardware can be located in a separate rack within the support space. Cabinets should not be located in corners if at all possible. Following the meeting, Mike Adler discussed with Scott if these support space AV racks could be located in a free-standing equipment cabinet rather than going through the expense of placing in built-in millwork. Scott agreed as long as the cabinets can be secured.
- 2. 50-Seat Classroom:
 - a. Demonstration Tables:
 - Receptacles could be located on the side of the podium and at the floor.
 - Power to be sized to handle equipment loads. UWL to share any information it has regarding this equipment and the power required.
 - Floor boxes and cords can result in tripping hazards.
 - Large classrooms like to be used for laser demonstrations but consistency in the teaching area is desired by Physics.
 - Tables are to be portable and moved out of the room when class is complete.
 - Ensure the tables can be easily maneuvered between the support space and the classroom.
 - Scott commented that consideration should be given to providing multiple shorter tables rather than two large tables for additional flexibility and maneuverability.
 - b. Lab Services:
 - Air, vac, and gas indicated in both the classroom and the support space. Confirmation to be provided by UWL.
 - Eric noted that Physics would mostly use the services in the support space.
 - c. Room Darkening:
 - Required for Physics for demonstrations. Black-out conditions not required. Rooms to be as dark as possible.
 - Cathy commented on the utilization of these spaces and how often darkening is actually required vs the expense.
 - d. Support Room Storage:
 - Departments agreed that built-in storage not as critical as floor space for preparing demonstrations on carts or tables.
 - Built-in storage and countertop can be minimal – sized for sink and lab utilities. Loose tables and storage cabinets to be utilized.
 - e. Whiteboards:
 - Provide whiteboards at side of room.
- 3. 100-Seat Classroom:
 - a. Demonstration Tables:
 - See comments above.
 - b. Lab Services:
 - See comments above.
 - c. Room Darkening:
 - See comments above.
 - Window shades to be provided at east wall of classroom located on the first floor. Discussion required on operation of these shades as they are planned to be at transom height and operability may be challenge.

- Code requirements to be verified for assembly spaces and lighting levels required for exiting. Overhead dimmable lighting is less expensive than floor lighting.
 - Eric provided an overview of how presentations are delivered in Cowley Hall. Windows in doorways are covered and all lights are turned off. Small lights located at the stairs are turned on. Only other illumination are the exit signs. Similar conditions are found in Centennial Hall except the aisles are illuminated through light fixtures built into the legs of the fixed seating.
 - Lighting could be provided at the floor or in the leg of the fixed tables. Another option is to provide lighting integrated into the handrail system.
 - d. Support Room Storage:
 - See comments above.
 - e. Ramps/Stairs:
 - Ramping provided in the 100-seat classrooms.
 - f. Student Tables:
 - Department representatives agreed that provisions for power at the student tables is not critical. Most devices (especially 4 years from now) can make it a full day without charging. Provisions will be made in public spaces outside the classrooms. Students often bring portable charging devices with them. Recommendation is to provide power at the walls at every other row.
 - Power to be provided at back wall for demonstration and convenience.
 - First row at each level to include modesty panel below desk. Second row will not include a modesty panel to allow the front row of students to work collaboratively with the second row.
4. 150-Seat Classroom:
- a. Demonstration Tables:
 - See comments above.
 - b. Lab Services:
 - See comments above.
 - c. Room Darkening:
 - See comments above.
 - d. Support Room Storage:
 - See comments above.
 - e. Ramps/Stairs:
 - Ramping and stairs provided in the 150-seat classrooms.
 - f. Student Tables:
 - See comments above.
 - Since tables are pulled away from the walls in these rooms, consider providing power at every other row near ends of tables only.
 - g. Equipment:
 - Scott to send photos of Physics demonstration equipment.
5. Active Learning Classrooms:
- a. Demonstration Tables:
 - Not required.
 - b. Lab Services:
 - Not required.
 - c. Room Darkening:
 - Not required. Shades to be provided at exterior windows for typical sun control.

- d. Tony commented that laptops make it easier without having a monitor at every station but not every student or every group will have a laptop. Having displays on the wall will be fine, even if not for every group.
 - e. Mike Abler noted that the capability for students to share content among all groups is important. Jim Viviano noted that hardwiring typically works better for this level of content sharing.
 - f. Less flexibility if furniture is attached to displays.
 - g. 84 students would fit most lecture sizes.
 - h. Centrally-located teaching station acceptable.
 - i. Lighting controls to be provided in the active learning classrooms similar to other spaces.
 - j. Holly commented on the level of reflective materials in the example images provided.
 - k. Copy of active learning classroom slides to be sent to Scott for distribution and review.
 - l. Follow-up meeting to discussion active learning classrooms to be scheduled.
6. A copy of the presentations and additional notes can be found here:
- a. <https://river-architects.sharefile.com/d-sa9745d60943641cd8949bae185661c78>

SCHEDULE & NEXT STEPS:

- 1. Design team to revise plans based on discussions held.
- 2. Next meeting to be scheduled in 3 to 4 weeks to review specifics.

ACTION ITEMS SUMMARY		
1	Classroom lab services to be confirmed.	UWL
2	Classroom room darkening to be confirmed.	UWL
3	Power provisions to student tables to be confirmed.	UWL

Note: This constitutes our understanding of the issues presented. Contact River Architects, Inc. via phone at (608) 785-2217, or e-mail m.adler@river-architects.com if there are any discrepancies.