The Classroom Upgrade Workgroup was an ad hoc subgroup of ExCom from Fall 2014-Spring 2016 while APC was on hiatus and being rebirthed as APARC. The members were largely drawn from former APC members who had begun work on upgrade issues as part of APC work: Sandy Ayala (Education), Geoff Cirullo (IT), Dennis Goss (Academic Affairs/Scheduling), David Horowitz (Business), Carol Ingerman (Facilities), Brigitte Lahme (Math and Statistics), Vincent Richman (Business), Deborah Roberts (Nursing). The workgroup was chaired by Scott Horstein (Theatre Arts & Dance).

The workgroup felt that it was generally successfully in providing clear faculty guidance to hard-working staff trying to serve the needs of students and faculty. While the actual work and hands-on management of upgrade projects falls for the most part to staff, faculty on the workgroup served as a sounding board and touchstone, but in proposing projects and in responding to already planned projects. It should be emphasized that we believe our success as a workgroup depended on an atmosphere of trust, collegiality, and shared purpose.

Projects included the following:
- IT and facilities upgrades of general-use classroom in Carson, Ives, Nichols Halls (summer 2015) and Stevenson Halls (summer 2016). See summary of project presented at Academic Senate in Spring 2015.
- Choice and replacement of screen and projector in Ives 101 (summer 2015)
- Piloting new classroom furniture, using Ives 35, 78 and Carson 10 as pilot rooms (summer 2016). As part of we did extensive research and consultation with experts and vendors on available furniture; classroom layouts and color schemes conducive to learning for college students; and capacity concerns vis-à-vis classroom layouts. With this pilot and with this research, we now have a model for how to upgrade furniture and paint schemes for general use classrooms.
- Renovation of Zinfandel dining room into classroom space and Training Plan (ongoing, see attached).
- STEV 2075, 2079, 2091 – capacity issues (ongoing)
- User survey on upgrades (TBD, Fall 16/Spring 17)

We encourage the members of APARC to reach out to Scott Horstein in Fall 2016, in order to receive an update on the details and status of projects still underway, should APARC choose to follow up on them as part, as per its charge. Aside from specific projects, the Upgrade group served as a useful clearing house for faculty with questions and concerns about IT and facilities issues in the classroom. This allowed faculty to feel their concerns were being heard by faculty who were in a position to help convey their needs to IT and Facilities. It also relieved staff of a certain pressure to interpret faculty concerns, allowing them to feel more confident in proceeding.

We are grateful to ExCom for having supported our work these past two years.
**ROLL-OUT PLAN for NEW ZINFANDEL CLASSROOM**
(Conceived in consultation with Andrew Rogerson, Provost by the following: Sandra Ayala, Education; Geoff Cirullo, IT; Noelia Franzen, Faculty Center; Dennis Goss, Academic Affairs; Scott Horstein, chair of Classroom Upgrade Workgroup)

**TRAINING PLAN**

Training regime promoted by Faculty Center and (perhaps?) APARC

**Tier 1 Training – Technical Basics**
MANDATORY FOR ALL FACULTY SCHEDULED INTO ZINFANDEL
2 hours
Technical overview
Led by Noelia Franzen and Faculty Center staff

**Tier 2 Training – Best Pedagogy Practices**
COMPLETION OF THIS EARNs FACULTY PRIORITY FOR SCHEDULING OF ROOM**
3 hours
Sharing – Faculty teach faculty
In-person and via resource videos created
Led by Sandy Ayala and Faculty Center
Could be taken multiple times

** Faculty request Zinfandel room for their course for following term; Faculty Center provides University Scheduler (Dennis Goss) with list of faculty who have completed Tier 2 training, in order to confirm priority.

**CALENDAR**

**FALL 16**
August – Immediately promote Tier 2 training
September – Tier 2 training session (via in-person session + resource videos created by Faculty Center)
Early October – final room requests for SP17 due from faculty. Faculty who have completed Tier 2 training can request room for their whole course Spring 17.

**SPRING 17** -- Room not open to full scheduling, only to Faculty w/ Tier 2 training
January - Zinfandel comes on line earliest Jan 7 latest Jan 23
- Demonstration of room at Faculty Retreat
- Instructors with Tier 2 training from Fall 16 who have requested room begin piloting instruction with their SP17 courses
Feb/March – Tier 1 training
- Tier 2 training
Feb – final room requests for F17 due from faculty

**FALL 17**
Fully Scheduled
Tier 1 and Tier 2 trainings continue