

## **Learning-Ready Classrooms Motion from Senate Leadership Presented to the College Academic Senate on January 26, 2012**

In response to discussions on all five campuses (AH, DO, HL, OR, SE) concerning the need for learning-ready classrooms, Senate Leadership presents the following four part motion to the College Academic Senate.

1. The College Administration in conjunction with faculty departments, IT, and facilities personnel should survey all classrooms on all campuses and identify current problems that need to be addressed immediately in order to make the classroom learning-ready.
2. A pre-semester checklist for learning-ready classrooms should be developed (see the reverse page).
3. The checklist should be used to assess every classroom on every campus before the beginning of the semester, and the results should be shared with Campus Facilities Committees on a regular basis.
4. An initiative to investigate and incorporate “Best Practices for Future Learning-Ready Classrooms” should be included in the College Academic Master Plan.

# **Pre-Semester Checklist for Learning-Ready Classrooms**

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### **IT**

- Instructor station: components (computer, DVD player, VCR, etc.) operational and secure; software updates completed (IE, JAVA, Flash, Adobe, etc.); peripheral settings confirmed (printer connections, network settings, etc.); up-to-date instructions for using the equipment posted; phone functional with numbers for public safety and IT support posted nearby
- Printer: functional; backup cartridges and paper at the ready
- Projector: functional; properly aligned; bulb bright enough
- Projector screen: functional; free of stains/marks
- Wireless access: functional if available in room

### **FACILITIES**

- Lighting: bulbs and switches function; switches labeled
- Student seating: sufficient number of desks, chairs, and/or tables for class size; special needs accommodated (accessibility, proper seating, timely evacuation, etc.)
- Clock: functional; set at proper time
- Clean: floors, desks, and tables clean; trash can present
- Window shades: functional; external light blocked for video viewing
- White boards: clean; supplies to clean present
- Pencil sharpener: functional
- Signage: appropriate signs reflecting college and campus policies posted (food and drink, class cancellation or room change, portable electronic devices, recycling, Wi-Fi availability, etc.)
- Student safety: safety equipment present and maintained, especially in laboratory and physical education classrooms

### **DEPARTMENT**

- Training: full-time and adjunct faculty informed of classroom equipment operation
- Forms: work order forms available for full-time and adjunct faculty to complete and return to the appropriate people when things are broken or malfunctioning
- Keys: full-time and adjunct faculty in possession of appropriate keys