



# Newsletter

Fall 2008 Issue  
Monroe Community College

The Classroom Committee is an ad hoc committee of the Faculty Senate. It was formed in 1995 as a faculty advocate for the 100-plus general classrooms on the Brighton and Damon campuses. It has followed the guidelines developed by a number of previous faculty committees, including the AGO ad hoc Committee on Classrooms to improve learning environments and classroom equipment.

**Please be thoughtful and respectful of the next colleague to use your room and restore these conditions to their proper order.**

While classroom technology has changed in the ten years since Lew wrote that article his message still applies - *be thoughtful of the next colleague to use your classroom*. Specifically, as you leave your classroom:

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## *Faculty Civility*

Questions of “faculty civility” resurfaced at a recent Faculty Senate Executive Committee meeting –

*Who does the 10- minute break between classes belong to?*

*Who’s responsible for erasing the board, moving chairs back into a standard configuration, etc. etc.?*

Almost ten years ago Lew Lansky (former Faculty Senate member and former professor of Anthrop/History/Political Science/Sociology) penned an article for the 1998 Winter Issue of the *Classroom Committee Newsletter*. It’s repeated below for all who missed it the first time.

*Be Classroom-Friendly to Your Colleagues*  
*By Lew Lansky*

Several colleagues have complained that when they enter a classroom they find that their inconsiderate predecessor:

- left writing on the blackboard
- left the projection screen down
- left the overhead projector with its long cord in the way
- left chairs in an unusable configuration
- left electronic-controlled lights dimmed
- left a ceiling projector operating with a distracting noise
- left other uncivil and annoying conditions

- try to divide the 10-minute break between classes equally with the next person to use your classroom (if there’s a clock in the room that displays an inaccurate time call Facilities at ext. 2800 to report it)
- turn off the data projector, raise the screen, put the overhead projector away (unless you know that the next person to use your classroom will be using them)
- if the overhead projector, VCR/monitor cart, or Smart Cart are in the hallway put them back into the classroom (unless you know that the next person to use your classroom wants them in the hallway)
- “log out” of the computer so that the next person to use your classroom doesn’t have to do it for you (remember to log out or else the next user will have access to your files!)
- be sure that the chairs are in their standard configuration, usually parallel columns (unless you know that the next person to use your classroom wants to use them in their current nonstandard configuration)
- erase the board
- if you’ve encountered any technology malfunctions (that you haven’t already reported) use the classroom phone to report them before you leave ( *ETS Help Line* at ext. 4357)
- if you experienced any housekeeping problems (e.g., an overfilled wastebasket) use the classroom phone to report them before you leave (Building Services at ext. 2593)

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***Classroom Furniture***

***By Bob Cunningham***

In several Tribune articles early in the semester, I promised the Brighton faculty we would look at the quantity of chairs in the classrooms after census date in an attempt to remove excess chairs. I've gone through the majority of the Brighton classrooms and in most cases, chair counts were still appropriate.

Our partners in Facilities have removed chairs in several rooms, but the majority of the rooms are within 1 or 2 chairs of the appropriate amount. Once again, you may have 45 chairs in a room that you are teaching in and your section only has 23 students, but someone who teaches in that room has close to that magic number of 45.

Again, if you have any concerns, please give me a call at ext. 2169.

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***Classroom Surveys***

The Committee recently asked faculty currently teaching in the new Wolk Center classrooms (9-126 and 9-128) and in the new temporary classroom in Building 9 (9-163) to complete a survey to describe the learning environments in those classrooms. Their input will help improve those classrooms and help to redesign the Building 9 general classrooms scheduled for renovation. Results of the survey will be available in a couple of weeks.

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***Welcome to Jay Keith and Gordon Dutter***

Jay Keith of the English/Philosophy department and Gordon Dutter of the Anthropology/History/Political Science/Sociology department have recently joined the Classroom Committee. If you have any concerns about the general classrooms, be sure to let Jay and Gordon know.

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***Welcome Back to Dave Schottler***

Dave Schottler, Assistant Vice President Facilities, has recently returned to the Classroom Committee. Dave was a founding member of the Committee. Welcome back Dave!

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***Members of the Classroom Committee-***

- [Bob Cunningham, Academic Services](#)
- Gordon Dutter, Anthropology/History/Political Science/Sociology
- Jay Keith, English/Philosophy
- [David Lane, Communication and Network Services](#)
- Amanda Malone, Mathematics
- Ed Martin, Engineering Science/Physics
- James Murphy, Biology
- [Phil Oettinger, Instructional Technologies](#)
- [David Schottler, Facilities](#)

***All Committee members welcome your comments/concerns about general classroom learning environments and equipment.***



**FACULTY SENATE**