

Learning Commons Departmental Meeting

Minutes

13 October 2016, 0900 – 1000

Members in attendance: Allen Benson, Patrick Keyes, Kristen Mulready-Stone, Joseph Pangborn, Susan Woodman

Members not in attendance Barbara Beckwith

Guests in attendance: Beth Leinberry, Karen Sellers

Welcome and introduction: Dr. Benson opened the meeting proposing that the heads of the six departments in the Learning Commons adopt a shared governance model to enable decision making for common concerns and to begin exploring where our respective departments' missions and functions intersect and overlap.

New Business

1. **Room scheduling:** Dr. Benson explained the current protocols for scheduling meeting spaces in the Learning Commons (LC).
 - a. Small group study rooms and collaboration workstations use three-ring binders that are maintained in those locations for students and others to use for reserving those spaces. Otherwise they are first come, first served.
 - b. Conference rooms, classified classrooms, computer classroom, and Strasser Room are reserved through SchoolDude event request.

DISCUSSION: CAPT Keyes expressed his preference making the conference room adjacent to Dean of Students (H-138) bookable only through his office so that they could better accommodate impromptu meetings with individual students and groups. A notice was posted on the meeting room door stating who to contact. Ms. Sellers explained that when these spaces are not visible in SchoolDude, the central booking system, then others are unaware it is available. People generally seek out spaces that will accommodate a particular number of people and don't necessarily care where it is. Others restated the initial intent of the Learning Commons, which was to make conference rooms centrally accessible through SchoolDude rather than controlled by a particular individual or department.

RECOMMENDATION: H-138 will be made available in SchoolDude and the Dean of Students may book H-138 daily for as large a block of time as necessary to accommodate students. This would afford others a chance to book the room through SchoolDude during un-booked times. [CLOSED]

2. **Classified Classrooms:** Ms. Sellers asked whether the classified classrooms were going to be reserved for semester-long courses or usable anytime similar to how conference rooms are booked. There was no discussion. [OPEN]

3. **Program Brochure:** Dr. Benson stated the first draft of the Learning Commons Program Brochure was submitted to Visual Communications Department around the first week of August and that he is still waiting for a mock-up of a proposed design. The goal is to have this ready in time for Grand Opening, currently scheduled for either 18 Nov. or 21 Nov. 2016. As soon as he receives something he will distribute to Department Heads for review and comment. [OPEN]

4. **Signage:** Some signs are complete, including the directory boards on each floor, some directional signs, an online PDF showing functional areas. However, we still have only temporary paper informational signs taped to walls and furniture and un-matching signage reused from the old IRD and Library help desks and no signage, for example, for Writing Center. There is an immediate need for instructional, identification, and service area signage.

DISCUSSION: Dr. Benson proposed that we address signage in the Learning Commons as a team, adopting a unified signage program, and that a representative of Visual Communications meets with the Learning Commons Department Heads to develop one signage program for the Learning Commons that fits in with the rest of the Naval War College. We are trying to setup a meeting between Graphics and a representative of each Learning Commons department to develop a comprehensive signage program. Request for support from Visual Communications was submitted and we are still waiting for a response. [OPEN]

5. **Artwork:** There have been suggestions made for how the wall space in the commons spaces might be used for exhibiting artwork. (Common space is any space not inside individual or departmental office space.) Dr. Benson again proposed that we develop a shared vision for how the Learning Commons wall spaces will be used. Ms. Leinberry stated that PNWC created a Visual Team to work on an overall NWC plan. YNC Jessica Mcham-Rewerts should be contacted to discuss their policy/vision for the NWC. [OPEN]

6. **Exhibit space:** The NWC Library has an existing policy in place that governs how display areas are used in the Library. Propose using this policy as a basis for an expanded exhibition policy for Learning Commons. A draft version of the new policy will be made available to all Department Heads for review and comment.

DISCUSSION: Prof. John Jackson requested and received permission to use the student casual seating area adjacent to the Writing Center for two “futurization” events focusing on unmanned and robotic systems. There was discussion on whether this was disruptive to students and staff in the offices of the Dean of Students and Writing Center. The consensus was: 1) This space was not designed to be an area for permanently scheduled events. 2) That “booking” events in this space would take away from the original intent, which was a casual meeting place for students, faculty, and staff. 3) At times the noise level did become distracting for those working in adjacent offices.

RECOMMENDATION: This committee recommends to everyone seeking spaces for holding events that they explore spaces designed for this purpose, including the Strasser Dining Room and Spruance Lobby. The above mentioned exhibitions policy will guide decisions in the future. [CLOSED]

7. **Future Horizons Gallery:** Prof. Jackson proposed that we outfit this same location with “graphics, models and video screens in order to create...the Future Horizons Gallery [to include] photos/images of future systems...permanently hung on the walls...large scale plasma screen connect to a DVD player..”

DISCUSSION: After careful consideration the decision was made that this request and the many other individual requests coming in to repurpose spaces or modify the look of the Learning Commons should not be addressed on an ad hoc basis. The *NWC Library and Learning Commons Exhibitions Policy* will guide these decisions. A copy of the policy will be distributed when it is in its final draft form. [CLOSED]

8. **Bookstore:** Give comments or suggestions for items to be included in the bookstore to Christina who is usually at the service desk in the bookstore or e-mail suggestions to susan.woodman@nexweb.org [CLOSED]

9. **Video Displays:** Mr. Pangborn stated that access codes were available to display content on IRD and Library help desks. If Dean of Students or Writing Center wants access to display content on another video display, Mr. Pangborn will help get it set up. [CLOSED]

Next meeting will be held 17 November 2016, 0900-1000, Rm. H-L132, Learning Commons