

Project Number 11045

Purpose Subject Area Committee Meetings – Computer Lab, New Model
Location EMU – Bean East Conference Room
Start Time 10:30 AM

CONFERENCE REPORT

01 THOSE PRESENT

Information Services

Helen Chu, Mary Bradley, Zachry Yamada, Patrick Chinn

University of Oregon, Campus Planning and Real Estate

Martina Bill, Fred Tepfer

EMU User Group

Wendy Polhemus, Mandy Chong

SERA Architects

Audrey Craig

AC Martin

Bob Murrin, Tammy Jow, Christopher King

02 MISSION

Academic Services promotes the innovative use of technology by supporting students, faculty, staff and researchers in their teaching, learning and research. Core to our mission is helping people learn technologies that make a meaningful impact on research and learning.

We provide site-licensed software, helpdesk and hardware repair services, classroom and technical support in open access labs and instructional labs, student project centers, and technology integration in learning space design.

Notes:

- The current situation does not represent what we would like to be. Next generation of computing.
- Student computer labs are not going away. Students are on campus all day or during long stretches of the day. Sometimes students just need a space to land.
- There is an exponentially increasing need for project work for classes, group projects.
- The Computer Lab provides the software that students cannot otherwise afford on their own.
- Different types of spaces scattered throughout the building:
 - 1 High tech space that needs to be secured to protect latest cutting edge equipment, emerging technologies.
 - 2 Connecting into student groups programmatically, not just through adjacency. Group spaces.
 - 3 Evenly distributed self-supporting walk-up computing areas throughout building. Tech integrated into meeting rooms or coffee house or pub that could be monitored by the barista.

The building IS the computer lab.

03 ORGANIZATIONAL STRUCTURE

Please provide Org Chart.

04 HOURS OF OPERATION

EMU Lab: 7 days, 7 am – 12 midnight.

05 FREQUENCY OF USE

Mondays through Sundays:

- 7 am – 10 am, the Computer Lab has 198 visitors.
- 10 am – 12 pm, the Computer Lab has 286 visitors.
- 12 pm – 2 pm, the Computer Lab has 261 visitors.
- 2 pm – 5 pm, the Computer Lab has 242 visitors.
- 5 pm – 7 pm, the Computer Lab has 80 visitors.
- 7 pm – 9 pm, the Computer Lab has 24 visitors.
- 9 pm – 11 pm, the Computer Lab has 9 visitors.
- 11 pm – 1 am, the Computer Lab has 0 visitors.

06 STAFFING AND WORKSTATION REQUIREMENTS

- 1 Full-time EMU Lab Manager with a dedicated private office.
- 4 Full-time Technicians (day and night shifts) with shared open workstations
- 1 Full-time Night Supervisor with a shared private office.

07 TYPES OF SPACES REQUIRED

A reception/waiting area is required that seats 4 people.

A conference room is required that seats 20-30 people. Multiple student study rooms that can be scheduled by students for projects, presentation practice rooms, as well as EMU student groups (ASUO, unions, etc.). Sound mitigation, scheduling screens, electrical and data.

A shared work area is required that seats 2 people. Provide bench space for computer and equipment set up, etc. (back room).

Dedicated storage is required at 100 SF for computer equipment, paper, toner and supplies.

Other space needs not previously described:

Computing Lab: 4,000 SF

The size should be the same or not much smaller than what we have now.

Other equipment needs not previously described:

Raised flooring for electrical and data so that IT staff can reconfigure space fairly easily and cheaply. This is meant to be a high tech space staffed by technology and learning experts to support student learning and student activities. Technology will be refreshed often with newest, cutting-edge equipment and expertise to support it. We will require flexibility to do so.

08 ADJACENCY REQUIREMENTS

The Computer Lab should be directly adjacent to Food Service, Women's Center International Center, Multi-cultural Center, Leadership Center, LGBTQA, Computer Center, ASUO/Student Government, Student Organizations, Student Unions.

09 VISIBILITY, ACCESS, AND SECURITY

The Computer Lab tends to be more visible and near the "front door".

Regarding security, all options apply. They are listed in order of priority:

1. Locking doors at all entrances to the Computer Lab plus an alarm system to detect against unauthorized intrusion; with Card lock doors to record access into the Computer Lab.
2. Locking doors at all entrances to department space so that the department can be closed even if other parts of the building are open.
3. Locking doors at all entrances to the building are sufficient.

The Computer Lab is a "user" of a larger computer network where the system is operated by another department.

