



# University of Pittsburgh

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Craig S. Wilcox  
Professor and Chair

**MEMO TO:** Joe Grabowski, Ken Jordan, Eugene Wagner  
**FROM:** Craig Wilcox  
**DATE:** February 1, 2001  
**RE:** Lecture Room Improvements

Thank you all for offering to serve on a committee to recommend improvements in our lecture facilities. I am writing to appoint you to serve as the core members of the Lecture Facilities Planning Committee. The Department has been informed that the University will make a substantial investment in improving our lecture halls.

The goal of your committee is to create a thoughtful goal-state for our facilities. Any planning activity should begin with an analysis of current conditions, it should clearly define objectives, and it should be informed by knowledge gained by consideration of how others have dealt with reaching such objectives.

Your charge is to review the uses and inadequacies of Rooms 12, 12A, 12B, 130, and 132 and to recommend how these rooms should be modified to best serve our teaching needs. This will include a recommendation for seating in those rooms where replacement seating is needed. We are all aware that we need more and better projection capabilities in all those rooms. We need good internet access and a technology that encourages the use of computers for presentations.

You may also propose the incorporation of the most recent available technologies to enhance student-teacher communication, but our first priority should be to create a first-rate traditional (1995!) lecture facility. I will appreciate your evaluation of whether the newest technologies are ready for large-scale introduction and your recommendation on what is the best of these technologies for our Department and our students.

If there are other members of the Department whom you would like to include in your committee, let me know, and I will ask them to serve. I expect you will visit other classrooms on campus and contact colleagues at other schools to gain additional new ideas. Please don't neglect to interview the users of our lecture rooms (faculty and students) to get their ideas. You might want to schedule an open meeting to involve others in your planning.

We would all want these facilities to be ready for next fall, so the construction work will have to begin at the end of this term. Please have your first meeting in the coming week. I will be glad to meet with you at any time to discuss or facilitate your work. Your first draft of the plan should be ready no later than March 10, 2001.

cc: Rebecca Claycamp, Patty Paton