

Rhodes College

Academic Space Planning Study

Volume 2 of 2

January 2008

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Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

5 January 2005 revised 10 January 2005 (revisions underlined)

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: President's Staff  
Kick Off Meeting  
7 December 2004

Attendees:

William Troutt, President  
Robert Llewellyn, Dean  
Russ Wigginton, President's Staff  
Allen Boone, CFO  
Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. It was generally considered desirable to create a distinct identity for each academic department.
2. Barrett library will include approx 20 spaces for student/faculty interaction, such as small group teaching, seminar rooms, classrooms etc. that should be included in larger context of the academic space planning study.
3. Informal learning spaces in new residence halls should also be considered in overall planning study.
4. It was suggested that EAI learn about historical planning themes of the college.
5. Planning team (including EAI and Planning Committee) will be sensitive to raising expectations of faculty that may not be realized in short term. Departmental aspirations will be tempered with achievable goals.
6. Portion of basement area of Barret Library currently has undefined program/function. For cost purposes, college has solicited proposal from contractor for base fit out of space, with long term program to be determined later. EAI will include this space in the study and strive to address options here on accelerated basis.

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7. A study is currently underway by Administrative Services for minor renovations to second floor of Buckman to accommodate additional academic space in this area. EAI will include this space in the study and strive to address options here on accelerated basis.
8. A second study is underway to renovate Burrow for administrative/ student support spaces. EAI will analyze the opportunities created by those administrative spaces in various buildings that will become vacant by virtue of their eventual relocation into a future renovated Burrow building.
9. College is shifting from 3-3 class organization to 3-2; final impact to planning process should be confirmed.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Registrar  
Kick Off Meeting  
7 December 2004

Attendees:  
Glenn Munson, Registrar  
Brian Hummer, Associate Director of Institutional Research  
Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:  
Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Registrar will not schedule spaces in Barret library suitable for use as teaching spaces in first year of library operation, to permit evaluation of use as part of library function. The exception is the multi-media/screening room. These spaces include a number of small group discussion rooms and computer labs.
2. Brian will forward to EAI database showing classroom utilization and capacity (later hand delivered to ML).
3. Registrar begins scheduling for Fall 2005 in February of 2005.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Math Department  
Kick Off Meeting  
7 December 2004

Attendees:

Tom Barr, Chair, Math and Computer Science  
Robert England, Math and Computer Science  
Christopher Mouron, Math and Computer Science  
Ivaylo Ilinkin, Math and Computer Science  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall faculty comments on current departmental spaces:
  - Current arrangement of entry into Ohlendorf is uninviting and has no sense of departmental identity. A more identifiable, open and pleasant space is desired.
  - Renovations to bring borrowed sunlight to the office corridors are one example given by faculty to make departmental space more pleasant.
  - Faculty observed that it would be possible to separate Math department from Computer Science department; current grouping is more the result of historical development rather than any particular intellectual affinity. Current location of faculty offices (on different floors) does not foster interdisciplinary activities.
  - Current math classroom in Ohlendorf works well.
  - Current Computer Science student lounge has established a space for students in the building.
  - Bound reference materials now on second floor of Ohlendorf are to be moved to the new Barret library, making this space available for departmental use.

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3. Specific departmental space needs:

- Math Support Center- This room would function as a space for tutoring lower level Math students and other, non-departmental students in future.
- Math Student Lounge- Social/ interaction space for Math department majors, with one or two computers.
- Computer Science Advanced Lab/Lounge- Existing workroom/lounge for advanced level CS students to encourage informal discussion and computer hardware configuration experiments. This room would be open 24 hours with access controlled by keypad. It should be enlarged and located adjacent to CS faculty offices.

4. Shared classroom/other teaching spaces:

- Classroom 225 in Ohlendorf is successful as Math teaching room, due to generous blackboards and appropriate instructional technology.
- Math schedules one laptop class per week.
- Instructional technology
  - i. Math faculty prefer chalkboard over whiteboard- CS faculty can use either type.
  - ii. Basic presentation technology (semi-smart) required, including projector with audio, DVD and VHS playback devices, and internet access. This does not include touchscreen controls or wireless data transmission.

5. Program Spaces (*new spaces italicized*)

- Faculty Offices (7, to be confirmed)
- Dept Admin. Office
- *Lounge*
- *Student Support Center (Math)*
- Advanced Lab lounge (Computer Science)
- Classroom Types
  - i. Lower level 30p (20-25p CS, max 40p) lecture style
  - ii. Mid level 10-15p lecture style
  - iii. Upper Level 5-10p (5-6p CS) lecture style, semi-smart

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department Chairs  
Kick Off Meeting  
7 December 2004

Attendees:

Shubho Banerjee, Physics  
Tom Barr, Math/CS  
Pam Church, Econ/ Business  
Joe Favaggo, Rel Studies/ Humanities  
David Jilg, Theatre  
Susan Kus, Anthropology/Social Science  
Michelle Mattson, Chair Mod Languages and Literature  
Kenny Morrell, Greek and Roman Studies  
Jon Russ, Chemistry  
Tim Watkins, Music  
Michelle Walton, Psychology  
Stephen Wirls, Political Science  
Lynn Zastoupil, History  
Chuck Stinemetz, Biology and Project Shepherd  
John Olsen, Assoc Dean for Student Affairs  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Introduction of Planning Process and role of Planning Committee.
2. Planning committee will review requests for visits to innovative teaching spaces at other institutions. Limited funding may be available for this. Prototypes may be built on campus to test new designs for teaching rooms and furniture.
3. Faculty support student involvement in process for input into classroom experience. Different options were discussed to pull students into process, including attendance at dept meetings, a position on planning committee, and a student survey.
4. Consultation with custodial staff regarding issues of maintenance and operations was advised.

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5. Scope of intervention includes both campus rearrangements of departments as well as localized moves to best take advantage of immediate opportunities. Chairs are encouraged to think of optimum conditions for teaching while also being aware of funding and existing conditions limitations.
6. The study will propose various options for implementation, but execution will ultimately rest with college administration.
7. The former Burrow library is part of a study and will be treated as available space, but it is understood this space is under consideration by various departments and renovations are scheduled to occur in Summer 2005.
8. The planning team will develop implementation strategies that balance overall institutional priorities.
9. There was some discussion regarding inter-departmental integration to break down isolation of departments. Actual preferences for multi-disciplinary work will be discussed with individual departments and followed up as study progresses.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Planning Committee  
Kick Off Meeting  
7 December 2004

Attendees:

David Jilg, Theatre  
Glenn Munson, Registrar  
Larry Hamlet, International Studies  
John Olsen, Assoc Dean for Student Affairs  
Brian Foshee, Physical Plant  
Charlie Lemond, ITS  
Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd  
Michelle Mattson, Modern Languages  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck and Michael briefly reiterated the Planning Process and the role of Planning Committee.
2. Deliverables from Ellenzweig Associates (EAI) to the Planning Committee during the first two phases of the study include:
  - Existing condition floor plans
  - Utilization and capacity analyses
  - Classroom program and layout diagrams
  - Departmental programs
  - Meeting minutes
3. EAI will present classroom prototypes to faculty to determine best classroom layouts. EAI is aware of the need to balance ideal teaching layouts with reality of existing conditions.
4. The planning team should be aware of short-term moves now under consideration involving Barret, Burrow, Buckman and Palmer. Some of these moves may be necessary to accommodate short-term needs, but should ultimately be evaluated in terms of long-term strategies for the college.

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5. Planning Committee should help foster communication among faculty, administration and EAI. Planning committee members are encouraged to attend departmental meetings within their division.
6. Three options to respond to request for student participation in study:
  - A. Select one student to sit on Planning Committee
  - B. Departments invite up to two students to departmental meetings
  - C. Open survey/ questionnaire of student preferences

Planning Committee generally accepts idea of a student member of Planning Committee and also including student participation in Departmental planning groups; department Chairs should invite a limited number of students to departmental meetings.
7. Departmental structure was deemed a satisfactory way to gain faculty input. Meetings with Search will also be scheduled for input from this multidisciplinary group.
8. Planning Committee will assess funding for site visits to innovative teaching spaces. If funding exists, method of determining sites and travel roster must be discussed.
9. EAI will work with ITS office to develop web site for posting images for faculty to view and discuss. [MA and Stacy Pennington have agreed on framework to do this using Rhodes Connect]
10. Physical Plant may have funds available to build prototype mock-ups for testing new classroom designs.
11. Total college target enrollment to increase from 1,600 to 1,650; also, possible expansion to 1,800 is under study by College administration.
12. Current classroom utilization is reported to be approximately 70%. ML notes this is very high for small elite college.
13. Planning process will separate classroom programming from departmental programming to help organize implementation strategies.
14. The third part of the study will involve implementation studies for classroom and departmental program. EAI will present implementation options to Planning Committee initially, with wider presentations as deemed advisable. EAI will work to avoid schedule conflicts with faculty summer travel plans.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Economics and Business Administration  
Kick Off Meeting  
8 December 2004

Attendees:

Pam Church, Chair, Economics/ Business Admin  
Debbie Pittman, Economics/ Business Admin  
Larry Hamlet, International Studies  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - The Department does not have distinct identity within Buckman and this problem should be addressed in any modifications of existing space.
  - There was a general discussion regarding the merits of blending classroom and office space. Proximity of offices to student areas is positive if noise from student gathering areas and classrooms is mitigated and faculty privacy is maintained.
3. Specific departmental space needs:
  - Case Study Classroom - Typical business school style of interaction classroom, with fixed tables in horseshoe shape to encourage discussion.
  - Group Study Rooms- Private/ semi-private space for collaborative learning easily accessed from lecture/ seminar rooms to promote out of classroom learning.
  - Student Lounge - Informal gathering space with media displays for stock market, financial news, etc.
4. Shared Classrooms/other teaching spaces:

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- Flexible Seminar rooms provide opportunity for breakout sessions within class period.
  - Instructional technology-
    - i. Basic presentation technology ("semi-smart") is required, including video projector with audio, DVD and VHS playback devices, and internet access. This does not include touchscreen controls or wireless data transmission.
    - ii. Laptop use desired in classrooms but college policy regarding student ownership of laptops must be developed before department may rely on using units for teaching. One option is to house laptops in cabinet in classroom for use during class only.
5. Program Spaces (*new spaces italicized*)
- Faculty Offices (qty to be confirmed)
  - Dept Administrative Office- include secretarial, *work/study stations and Copy/Coffee area*
  - *Student Lounge/Gathering Space*
  - *Group Study Rooms (1-2)*
  - Classroom Types
    - i. Lower Level: 30p (up to 37p for Accounting) lecture style, semi-smart
    - ii. Upper Level/senior seminar: 10-20p, moveable tables w/ breakout options, semi-smart, laptop capacity
    - iii. *Upper Level: 30-35p, case study, fixed table, semi-smart*
    - iv. Computer lab 25p

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Psychology  
Kick Off Meeting  
8 December 2004

Attendees:

Marsha Walton, Chair, Dept of Psychology  
Mark Smith, Psychology (Education)  
Robert Strandburg, Psychology  
Chris Wetzal, Psychology  
John Olsen, Assoc. Dean, Academic Affairs  
Larry Hamlet, International Studies  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on departmental mission/future:
  - Departmental space requires clear identity and welcoming presence.
  - Further incorporate education curriculum (now in 4<sup>th</sup> year in department)
    - i. Develop education minor
    - ii. Increase research in urban education
    - iii. Reduce sections, relying more on Psychology department for classes
    - iv. Move from licensure to academic focus
  - Develop Neuroscience major
    - i. In conjunction with Biology Dept and other departments
    - ii. Animal housing in Frazier Jelke
    - iii. Additional lab spaces required in Clough
3. Specific departmental space needs:
  - Neuroscience Labs
    - Neuroanatomy lab requires wet lab with bench space and fume hood.

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Page 2

- Human Psychophysiology lab requires dry lab/ prep area, with bench with sink for preparation and clean-up of electrodes and isolation room for electrophysiological recording (EEG, KGS, Sleep experiments). This room should be shielded and sound proof.

#### Learning Technology Labs

- Data Collection Computer Facility- for administering exams to volunteers in evening hours using desktop computers- may be combined with Group Experiment room below.
- Data Analysis room- for processing raw data collected in above room.

#### Community and Social Psychology / Developmental Psychology Labs

- Group Experiment Room- incorporates audio and video- may be combined with Data Collection Computer Facility above
- Observation Room- with one way mirror for viewing Group Experiment Room

#### General

- Animal Holding - Some researchers are using rodents for neuroscience research, but must transport carcasses from Frazier Jelke for analysis in Clough Hall. Proper space allocation to animal holding and possible addition of a behavioral studies room in Frazier Jelke Science Center should be studied.
- Student Commons- an informal space to host a variety of student interaction, including small group work area; gallery/ reception area; faculty/ student meeting; computer access and coffee area.
- Current department layout includes numerous small testing rooms, which are no longer needed in current configuration.

#### 4. Shared Classrooms/ other teaching spaces:

- Instructional technology
  - i. There was some discussion regarding usage of laptops on campus. Psychology is interested in laptop use in lecture and computer teaching rooms; this requires resolution of question of campus-wide laptop use.
  - ii. Basic presentation technology ("semi-smart") required in all teaching spaces, including video projector, audio, DVD and VHS playback devices, and internet access. This does not include touchscreen controls or wireless data transmission.
  - iii. Psychology also interested in use of real-time feedback via either desktop or laptop computer to engage in on-the-fly quizzing of students to adjust content of lectures and seminars.

#### 5. EAI received information regarding space usage from Psychology Dept:

- "Discussion of Space Needs" dated 9/3/04
- "Consultation Concerning Renovations"
- Layout plan by design consultant dated 14 Dec 2001



Dr. Charles Stinemetz  
5 January 2005  
Page 3

6. Program Spaces (*new spaces italicized*)
- 10 Faculty Offices
  - Administration office - currently shared with Anthropology/Sociology Dept
  - Student Commons - see above
  - Lab Spaces
    - A. Neuroscience
      - i. Human Psychophysiology dry lab/ prep area
      - ii. *Human Psychophysiology Isolation room*
      - iii. Neuroanatomy wet lab
    - B. Learning Technology
      - i. *Data Collection Computer Facility*
      - ii. Data analysis room
    - C. Community and Social Psychology / Developmental Psychology
      - i. Group Experiment Room
      - ii. Observation Room
  - Animal Facility
    - i. Animal Holding Rooms (2)- now in Frazier Jelke
    - ii. *Behavioral testing room*
  - Classroom Types
    - i. Lower Level: 25-35p, lecture style, breakout option, semi-smart
    - ii. Upper Level: 12-18p, moveable tables, seminar, semi-smart
    - iii. *Computer classroom*

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Theatre  
Kick Off Meeting  
8 December 2004

Attendees:

Julia "Cookie" Ewing, Chair, Dept of Theatre  
Laura Canon, Theatre  
David Jilg, Theatre  
Dave Mason, Theatre  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting:

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Theatre Department currently has space in the basement of Kennedy; these functions will be relocated to the McCoy Theatre building as part of an expansion project. The department also has space in adjacent storage buildings; these functions will also be included in the expansion project.
3. The expansion of McCoy Theatre is in a preliminary design phase with an architectural firm; this has been independently funded by an outside philanthropy. The program for the expansion includes:
  - Costume shop
  - Set storage
  - "Black-box" performance space with adequate power, flexible lighting supports, etc.
4. Other Departmental needs:
  - Design Studio for costume and set design courses; these courses are currently held in the seminar area in McCoy. There was some discussion that this function could be accommodated in art studio building, although space there is somewhat limited.
5. Classroom space (shared) needed for the theatre department:
  - Classroom for Theatre History/Theory courses
  - 10-20p capacity, with movable tables and chairs (with various breakout/layout options)

Dr. Charles Stinemetz  
5 January 2005  
Page 2

- Basic presentation technology ("semi-smart") required, including video projector with audio, DVD and VHS playback devices, and internet access. This does not include touchscreen controls or wireless data transmission.

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Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Chemistry  
Kick Off Meeting  
8 December 2004

Attendees:

Jon Russ, Chair, Chemistry  
Darlene Loprete, Chemistry  
Mauricio Cafiero, Chemistry  
David Jeter, Chemistry  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - Teaching labs on Second and Third floor were updated in a \$1.5m renovation in 2001.
  - The Theatre Department anticipates moving out of the space currently occupied on the ground floor of Kennedy. This move would make this space available, potentially to the Chemistry department.
  - Faculty research lab space is deemed adequate (see exception below), given renovations to 3<sup>rd</sup> floor research lab planned for Summer 2005.
  - Department may begin to look at ways of working with Biology on interdisciplinary studies. A physical connection to Frazier Jelke Hall would facilitate this.
3. Specific departmental space needs:
  - Studio style teaching lab - Existing chemistry library (books and journals) will move to new Barrett Library upon completion. A "studio" style teaching lab is being considered for this space, with bench layouts incorporating latest teaching trends.

Dr. Charles Stinemetz  
5 January 2005  
Page 2

- Student Study/Lounge - for informal out-of-class study
  - Additional space required for Darlene Loprette's research lab.
4. Shared Classrooms/other teaching spaces
- Lecture Halls/Classroom spaces had been renovated in 2001 but chairs are uncomfortable and writing surface too small. Department accepts downsizing the two lecture classrooms if necessary for proper layout of functioning, comfortable classroom. Previous departmental discussions suggested Room 201 may drop from 108p to 70p, and Room 205 may drop from 49p to 36p to allow for more generous seating.
  - Upper level seminar - small group teaching for 7-10 students; current seminar space is too small.
  - Small classroom- size and furniture requirements to be determined.
  - Interdisciplinary teaching lab - for use with Biology and Physics department. This program need is preliminary and warrants further discussion among departments to determine interest. Chemistry faculty cite potential conflicts of lab design such as bench heights for various disciplines.
  - Instructional technology in lecture rooms/classrooms to include "semi-smart" presentation technology, including video projector, audio, DVD and VHS playback devices, and internet access; touchscreen controls or wireless data transmission are not required.
5. Program Spaces (*new spaces italicized*)
- Faculty Offices
    - i. *One additional post-doc work space*
  - Dept Administrative Office
  - *Student Lounge /study area*
  - Fac/Student Research Labs
  - Teaching Labs
    - i. Existing labs
    - ii. *Expansion to Prof Loprette's lab*
    - iii. *Studio lab*
  - Classroom Types
    - i. Large- lecture style, face forward, semi-smart
    - ii. Medium- lecture style, semi-smart
    - iii. Small- lecture style, semi-smart
    - iv. *Seminar 7-10p for Upper Level courses*

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Modern Languages and Literature  
Kick Off Meeting  
8 December 2004

Attendees:

Michelle Mattson, Chair, Mod Languages and Literature  
Valerie Nollan, Mod Languages and Literature  
Jim Vest, Mod Languages and Literature  
Eric Henager, Mod Languages and Literature  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - The department consists of five independent disciplines with a large faculty group (1/9 of college faculty). Language requirement results in 90% of students passing through department.
  - Location of faculty offices and other departmental spaces is currently fragmented with no identifiable center of gravity. Departmental spaces are now located in Rhodes Tower, Frazier Jelke, and Buckman.
  - Current language lab is outmoded, needs to be updated.
  - Student space needs to be developed.
3. Specific departmental space needs:
  - Language Center - should include spaces for both group and individual learning. Group learning may overlap with student commons to offer variety of spaces for out-of-classroom learning.
  - Student Commons- it was generally agreed that his space could be separate from the language center, but should be adjacent, and could be arranged in a way that could open into the other.

Dr. Charles Stinemetz  
5 January 2005  
Page 2

4. Shared Classrooms/other teaching spaces
  - The department needs classrooms for 20-22 students; preferred layout is with tablet arm chairs, for maximum flexibility
  - Instructional Technology
    - i. Smartboards
    - ii. "Semi-smart" technology needed in all teaching spaces – this includes video projector, audio, DVD/VHS playback devices, internet access, but no touchscreen or wireless data system.
    - iii. Interactive audio/video equipment in language center
    - iv. Further discussion required regarding classroom laptop use, pending wider discussion of laptop use on campus.
  
3. Program Spaces (*new spaces italicized*)
  - Faculty Offices- 17 offices + 2 offices for 5 part time faculty
  - Dept Administrative Office
    - i. secretarial
    - ii. work/study spaces
  - *Student Commons*
  - Language Center
  - Classroom Types
    - i. Lower level: 20p-25p tablet armchair, semi-smart
    - ii. Upper level: 10-15p semi smart
    - iii. Dedicated computer lab: 20-25p

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

5 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Biology  
Kick Off Meeting  
8 December 2004

Attendees:

Chuck Stinemetz, Chair, Biology and Project Shepherd  
Jay Blundon, Biology  
David Kesler, Biology  
Gary Lindquister, Biology  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - Department wishes to build culture of Faculty/ Student research, and improvements to research lab space, including increasing lab size, are required to meet this goal. Faculty members are willing to consider eliminating boundaries between labs as part of an overall reorganization (some difference of opinion on this), but offices must be adjacent to the labs. Currently 20 students per semester participate in research programs.
  - Student presence in departmental space beyond designated class/lab sections is desired and should be further encouraged; the recently improved Dino Lounge has addressed this issue to some extent. Also, Biology library will remain and will be supported by the department. Teaching labs are also open after class hours to allow for completion of experiments.
  - Department may begin to look at ways of working with Chemistry department on interdisciplinary studies. A physical connection to Kennedy Hall would facilitate this.
  - Current teaching labs are narrow and deep, have poor acoustics and poor sightlines. Finishes are outdated and require renovation.



Dr. Charles Stinemetz  
5 January 2005  
Page 2

- Field studies staging and storage should be adjacent to the building exterior with direct access to vehicle loading area.
  - Additional equipment space in research areas required.
3. Specific departmental space needs:
- Student Study Area - quiet study room with resident computers
  - Glasswash/ Autoclave - dedicated room for sterilization equipment.
  - Greenhouse- A greenhouse for teaching and research has been discussed to replace the one dismantled from Ohlendorf Tower. Site selection remains an issue, as greenhouse must be close to Biology department and safe from student tampering.
  - Right sizing of animal housing space for Psychology researchers.
4. Shared Classrooms/other teaching spaces:
- Interdisciplinary teaching lab- for use with Chemistry and Physics department. This program need is preliminary and warrants further discussion between departments to determine interest.
  - Department currently uses Lecture Halls A and B in Frazier Jelke for lecture style teaching. These rooms have been renovated recently and are in good working condition.
  - Small classroom/ seminar for upper level courses.
  - Instructional technology in all teaching spaces to include "semi-smart" presentation technology, including video projector, audio, DVD and VHS playback devices, and internet access; touchscreen controls or wireless data transmission not required.
5. Program Spaces (*new spaces italicized*)
- Faculty Offices
  - Dept Admin
  - Student Lounge (Dino Lounge)
  - *Student Study Area*
  - Biology Library
  - Animal Facility
  - Teaching Labs
    - i.8 total
    - ii. Interdisciplinary teaching lab (pending)*
  - Lab Support
    - i. Imaging Center
    - ii. Tissue Culture
    - iii. TEM
    - iv. SEM
    - v. *Glasswash/Autoclave*
  - *Greenhouse*

Dr. Charles Stinemetz  
5 January 2005  
Page 3

*i. Teaching*

*ii. Research*

- Classroom Types
  - i. Lower level 25p lecture style, semi smart
  - ii. Lower level second semester 30-32p classroom semi smart
  - iii. Upper level 16-18p classroom/ seminar semi smart

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of History  
Kick Off Meeting  
10 January 2005

Attendees:

Lynn Zastoupil, Chair, History  
Tim Huebner, History  
Gail Murray, History  
Erin Lawton, History Major  
Tonya Mosley, History Staff  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michelle Mattson, Modern Languages and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - Linear organization of department along hallway is time consuming.
  - Art studios at end of hall are source of noise and noxious fumes.
  - Proximity of classrooms to offices is positive characteristic of space from student viewpoint. Noise from classrooms is disruptive in offices.
3. Specific departmental space needs:
  - Student Lounge – informal space for social interaction and out-of-class study. This room would include space for graduate school brochures, resident computers, student presentations, etc.
  - Faculty Offices – Offices lack adequate space for student-instructor meetings. Noise from classrooms across hall and adjacent offices is a problem, and there is inadequate wall space for book and periodical shelving. EAI will develop College standards for faculty offices and include recommendations in report, taking into consideration need for student/instructor conference space.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

- Faculty Commons/ Lounge – for departmental meetings and informal interaction among staff and faculty. Current space is shared with other departments and is heavily used.
- Waiting Areas – For students waiting to meet with faculty in their offices. These spaces may be alcoves in a few key locations to avoid congestion in hallway.
- Student/ Instructor Conference – Small conference area to allow for meetings to occur outside of offices. This space may preclude requirement for waiting areas and would alleviate space pressure on offices.
- Administration Office – Existing office is shared with Search and contains secretary, two work/study students, and file storage. Additional space s required for these functions.

4. Shared classrooms/ other teaching spaces:

- Tablet arm chairs are disliked by students due to lack of desk space. History department texts are large and heavy and leave little room left for notebooks and other materials. Inadequate size of desk influences student learning.
- Seminar- (15-18p) Type 1.1 or 1.3 moveable tables and chairs
- Lecture (25p) Type 2.1 moveable tables and chairs in discussion format
- It was agreed that “semi-smart” instructional technology, including video projector, audio, DVD and VHS playback devices, and internet access is suitable. A greater level of presentation technology involving touchscreen controls or wireless data transmission was not required.
- Maps are used extensively and electronic imaging and conventional maps will be used in the classroom.

3. Program Spaces (*new spaces italicized*)

- Faculty Offices (number of offices to be confirmed)
- Dept Administrative Office
  - i. Secretarial
  - ii. Work/ study
- Faculty Commons (shared with other departments)
- Waiting Areas
- Student/ Instructor Conference
- *Student Lounge*
- Classroom Types
  - i. Seminar (18-20p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Math Department  
2<sup>nd</sup> Departmental Meeting  
10 January 2005

Attendees:

Tom Barr, Chair, Math and Computer Science  
Robert England, Math and Computer Science  
Christopher Mouron, Math and Computer Science  
Ivaylo Ilinkin, Math and Computer Science  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:

- The Math Support Center should be a 2-5p, quiet, small group or one-on-one tutorial space, potentially half of the existing floor area of math department library.
- The quantity of faculty offices was confirmed at 7.
- Math and Computer Science will continue to cross-register in the future if the departments are divided.

2. New issues and concerns:

- Renovation of the third floor library may include locating the Math Support Center and Math Student Lounge on the third floor and an expanded Computer Science Advanced Lab/Lounge on a partially in-filled fourth floor; close to Computer Science offices. This concept would maintain the double height space at the large north and south windows for interior spatial and exterior aesthetics reasons.
- New glass openings in the third and fourth floor corridors would help open up offices and create more inviting space. Other opportunities for interior glazing may exist in stairwell walls, although this concept is expensive due to fire separation requirements.

3. Classroom selection:

- All classes are taught in lecture style, face forward environment, Type 3.1, sized appropriately for capacities listed below.

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4. Program Spaces (*new spaces italicized*)
- Faculty Offices (7)
  - Dept Administrative Office
  - *Math Lounge*
  - *Math Student Support Center*
  - Computer Science Advanced Lab Lounge
  - Classroom Types
    - i. Lower level 35p (20-25p CS, max 40p) lecture style
    - ii. Mid level 10-15p lecture style
    - iii. Upper Level 5-10p (5-6p CS) lecture style, semi-smart

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of International Studies  
Kick Off Meeting  
10 January 2005

Attendees:

Karl Kaltenthaler, Chair, International Studies  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - Department occupies first floor of Buckman Hall, in two suite arrangements of offices at east end of corridor. General departmental spaces needs are met by this arrangement.
  - Bulletin board in corridor helps identify department and should be kept.
  - One office in International Studies (IS) suite currently occupied by Modern Languages faculty to be reassigned to IS for future faculty member. Additional IS office in Burrow will be moved to Buckman, location is yet to be determined.
  - Departmental affinities include Political Science and Business Administration.
3. Specific departmental space needs:
  - No additional spaces are necessary for department.
4. Shared classrooms/ other teaching spaces:
  - Teaching methodology changes with class enrollment – larger class sizes use lecture style classroom, smaller class sizes use seminar/ discussion style.
  - Department currently uses Buckman 103 for lectures, 105 for Seminar, and occasional use of 108 or 110 for presentation technology.
  - Instructional technology in all teaching spaces to include "semi-smart" presentation technology, including video projector, audio, DVD and VHS playback devices, and

Dr. Charles Stinemetz  
27 January 2005  
Page 2

internet access; touchscreen controls or wireless data transmission not required. IS does not currently place emphasis on digital presentation technology in classrooms.

3. Program Spaces

- Faculty Offices (7 current full time plus one growth = 8 total)
- Dept Administrative Area
- Work/ Study Area
- Classroom Types
  - i. Seminar (12p-20p, 25p max) tablet arm chairs or moveable tables and chairs
  - ii. Lecture (30-35p) face forward lecture style classroom

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Biology  
2<sup>nd</sup> Departmental Meeting  
10 January 2005

Attendees:

Chuck Stinemetz, Chair, Biology and Project Shepherd  
Jay Blundon, Biology  
David Kesler, Biology  
Gary Lindquester, Biology  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:

- Department uses Lecture Halls B and C in Frazier-Jelke, not A and B.
- Additional Biology teaching lab required. Need for Interdisciplinary lab is still pending discussions with other departments.

2. New issues and concerns:

- Existing teaching lab bench layouts are designed for approx 28-30 students, but actual class sizes are 20-24 students for core labs and 16 students for others. New layouts are required to reflect current teaching trends as well as capitalize on available floor area. Chuck Stinemetz presented concept to incorporate a multipurpose zone into the lab utilizing flexible bench/ tables. This zone may be reconfigured as lecture or group work as required. EAI will sketch this concept and present to the department.
- Department currently has ten faculty research lab/ office areas. An additional two are required for Fellow and future faculty member. An area approximately 20' x 20' is currently assigned to each researching faculty member, including a 100 SF office; for programming purposes, EAI suggested that each research lab be allocated approx. 400 SF; office area would be additional.
- Existing prep spaces are adequate for needs: Micro Prep, Core Prep, and General Prep with Cold Room.

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Art  
Kick Off Meeting  
10 January 2005

Attendees:

Victor Coonin, Chair, Art  
Rebecca Rothman, Art, Visual Resources/ Photography  
Hamlett Dobbins, Director, Clough-Hanson Gallery  
Ellen Daugherty, Art  
Val Valgardson, Art  
Erin Harmon, Art  
David Jilg, Theatre and Planning Committee Representative  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - Art department studios are undersized. Facilities need to be upgraded for safety-related issues such as ventilation and separation of various activities. Adjacent academic facilities are affected by fumes and noise as well.
  - Clough-Hanson Gallery runs 4 professional and 2 student shows per year, and collaborates with other institutions such as Memphis College of Art and University of Memphis.
  - Faculty consist of three Art Historians, two Artists and two adjunct faculty.
3. Specific departmental space needs:
  - Sculpture Studio – Multipurpose workshop is needed for teaching and building sculpture. Separate areas for welding, metal casting, wood working, wet space, and clean space are required. Proper ventilation of noxious and toxic fumes is needed. All areas should have safe working clearances for equipment and adequate lighting. Sound attenuation within studio and isolation to other academic areas should be a part of this design.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

- Sculpture Storage – For artwork in progress and materials.
- Enlarged Photography Suite – This media is very popular with students and darkroom is a heavily used space. This space should be expanded to accommodate this space.
- Painting Studio – Existing studio overcrowded during semester, and lack of ventilation system precludes work with solvents and oil paints. Recent installation of gypsum wall over windows provides pin-up space. Additional space is required.
- Painting Studio Storage – For easels, stools, stretchers, etc.
- Critique Room/ Clean Studio – Pin-up space for all media to be used as departmental space. May also be used as drawing studio.
- Student Studio Space – For out-of-class work and storage space for Art Majors.

4. Shared classrooms/ other teaching spaces

- Art History – requires dual slide projectors in classroom. Currently images are projected on wall in Clough 417. This room also has digital projector and use of digital image files will be used more often as they become available. Traditional slides will be used into foreseeable future. This room works reasonably well.

3. Program Spaces (*new spaces italicized*)

- Faculty Offices (5 full time and 2 adjunct)
- Dept Administration Office (currently shared)
- Studios
  - i. Sculpture
  - ii. Painting
  - iii. Drawing
- *Sculpture Storage*
- *Painting Storage*
- *Critique Room*
- Photography Suite
  - i. Dark Room
  - ii. Dry work area
- *Student Studio Space*
- Visual Resource Area
- Classroom Types
  - i. Lower Level Art History (8-30p)
  - ii. Mid Level Art History (8p)
  - iii. Senior Seminar (6p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Philosophy  
Kick Off Meeting  
10 January 2005

Attendees:

Patrick Shade, Chair, Philosophy  
Brendan O'Sullivan, Philosophy  
Maria Talero, Philosophy  
Larry Hamlett, International Studies and Planning Committee Representative  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - Department has benefited from centralized location on fourth floor of Clough for two years. The department shares an affinity with Religious Studies and possibly English, and the idea of moving to Palmer in a newly organized "Humanities" building is acceptable. Faculty prefer to keep a location with relatively good student traffic to increase exposure of department.
  - Departmental administration is source of noise that should be better isolated.
3. Specific departmental space needs:
  - Faculty Offices – Square footage of offices vary considerably, and not all instructors have windows. EAI will develop College standards for faculty offices and include recommendations in report.
  - Student Lounge – an informal social space for Majors that may also serve as meeting room with instructors.
4. Shared classrooms/ other teaching spaces:

Dr. Charles Stinemetz  
27 January 2005  
Page 2

- Small Seminar (15p) – Type 1.2 or 1.3, with large conference style table in 1.2 and flexible furniture in 1.3
- Medium Seminar (25p) – Type 2.1 or 2.3, with flexible furniture in 2.1 and fixed tiers in 2.3 Faculty prefer option with “u” facing long wall, as in Connecticut College example.
- It was agreed that “semi-smart” instructional technology, including video projector, audio, DVD and VHS playback devices, and internet access is suitable and useful for the faculty. A greater level of presentation technology involving touchscreen controls or wireless data transmission was not required.
- Department does not need power or data at desktops.

3. Program Spaces (*new spaces italicized*)

- Faculty Offices (5 full time and 2 adjunct)
- Dept Administration Office (currently shared)
- Classroom Types
  - i. Small Seminar (15p)
  - ii. Medium Seminar (25p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Physics  
Kick Off Meeting  
11 January 2005

Attendees:

Shubho Banerjee, Physics  
Ann M. Viano, Physics  
Brent Hoffmeister, Physics  
Carol Ekstrom, Physics  
Chuck Stinemetz, Chair, Biology and Project Shepard  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - The Department currently shares space in Rhodes tower with Modern Languages and Literature and Greek and Roman Studies, and space in Frazier-Jelke with Biology.
  - Faculty office and research lab space varies in space allocation. Additional space may be required for faculty research.
  - Sixth floor of Rhodes Tower is underutilized due to leaks; obsolete floor plan; and lack of elevator access.
  - The interdisciplinary study of Geographic Information Systems (GIS) is located in the eastern end of Frazier-Jelke. GIS interacts with Urban Studies, International studies, Biology, Anthropology and Sociology, Greek and Roman Studies, Art, and others for a total of 8 departments. For this reason, a centralized location is important.
  - Existing Physics library on Third Floor should remain in Rhodes Tower and not be transferred to Barret Library

Dr. Charles Stinemetz  
27 January 2005  
Page 2.

3. Specific departmental space needs:

- Intro Teaching Lab – 20 students, 30'x 40' with storage area, for Introductory Physics, Astronomy, and Music – 3 requested.
- Upper Level Teaching Labs- for Intermediate, Optics/Advanced, Robotics/ Electronics, Research, two with sinks – 4 requested.
- Faculty Labs (6) – provide research space for each faculty – size of research space will be determined by research function – i.e. theoretical physics research does not require large experimental space.
- Shop – with office and storage area.
- Materials Fabrication Shop area with storage.
- Physics Resource Center – for tutoring, Society of Physics Students (SPS), student group work and education outreach (also now contains some equipment storage).
- Library – to remain in Rhodes Tower .
- Conference Room – for ten people.

4. Other departmental requests:

- Locate faculty spaces and resource center on lower tower floors.
- Locate teaching space on upper tower floors.
- Renovate/ replace power distribution system.
- Card access to certain rooms for students.

5. EAI received information regarding space usage from Physics Dept

- “Physics Department Needs (Goals)”

6. Shared classrooms/ other teaching spaces:

- Large Classroom (30-40p typical, max 60p) lecture style with demonstration bench and space for storage of demonstration equipment
- Small Classroom (20p) moveable desks and chairs
- Instructional technology-
  - i. Basic presentation technology (“semi-smart”) is required, including video projector with audio, DVD and VHS playback devices, and internet access. This does not include touchscreen controls or wireless data transmission.
  - ii. Maintain on-the-fly student response system in FJA for monitoring student comprehension during class period.

7. Program Spaces (*new spaces italicized*)

- Faculty Offices (6)
- Dept Administrative Office
- Faculty Lounge
- Conference Room
- Teaching Labs
  - i. Intro Courses (3)
  - ii. *Upper Level* (4)
- Research Labs (6)
- General Shop (shared)
- Materials Fabrication Shop (shared)

Dr. Charles Stinemetz  
27 January 2005  
Page 3

- Physics Resource Center
- Physics Library
- Entrance Foyer
- Storage Room
- Classroom Types
  - i. Large Classroom (60p)
  - ii. Small Classroom (20p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



### **Physics Department Needs (Goals)**

#### Space:

- 2 large classrooms for approx. 60 students each with storage area for demo equipment
- 4 small classrooms for approx. 20 students each
- 3 large labs for introductory courses for approx. 20 students (30'x40') each with storage area (Intro, Astro, Music)
- 4 large labs for upper level courses/ students (Intermed., Optics/Advanced, Robotics/Electronics, Research)(2 with sinks)
- 6 faculty offices (20'x20' preferred)
- 6 faculty labs
- Shop with office and storage area
- Materials Fabrication area with storage area
- Departmental office
- Physics Resource Center (tutoring, SPS, student group work) (preferably on ground floor)
- Library.
- Faculty Commons (sink)
- Entrance foyer with display cases
- 2 new observatories (solar and nighttime)
- Conference room to seat approx. 10
- 2 storage rooms for misc. equipment

#### Other items:

- Card access to certain rooms for students
- New power distribution system
- Put faculty spaces and resource center on floors 2-3
- Put pedagogical space on floors 4-6

### **Geology Needs (Goals)**

- 2 large laboratories (GIS, geology)
- 1 large classroom
- 1 small classroom
- Office with storage area adjacent or connected

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Modern Languages and Literature  
2<sup>nd</sup> Departmental Meeting  
11 January 2005

Attendees:

Michelle Mattson, Chair, Mod Languages and Literature (MLL)  
Valerie Nollan, MLL  
Jim Vest, MLL  
Eric Henager, MLL  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:
  - Dedicated computer lab listed as program item is an element of language Center, for multi-media out-of-classroom learning.
  - EH expressed reservations regarding use of tablet arm chairs, other furniture styles are possible.
  
2. Teaching methodologies:
  - Teaching languages incorporates five elements: speaking; listening; reading; writing; and cultural studies.
  - Example by Michelle of student exercises in a typical 50 minute course included warm up, website, textbook, and vocabulary.
  - Example by Eric Henager of literature course included student prepared lead-in activity, warm-up, group reading, textural analysis, and follow-up (handout received by EAI).
  - Each example of class plan illustrates dynamic nature of relationship of instructor to students and need for flexible furniture arrangements and seamless integration of instructional technology.
  - Some instructors use computers during class period.
  - Interaction is essential in class period.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

3. New issues and concerns:
  - There was discussion on function of potential departmental core, including the Student Commons and Language Learning and Resource Center (LLRC). The student commons could host such activities such as faculty, task force and committee meetings; serve as "cultural laboratory" with video and internet access; social gatherings/ cultural fairs; and in general assist in raising international consciousness of campus. The LLRC would consist of 16 media viewing/ interaction stations and a film editing room.
4. Classroom selection:
  - Faculty expressed interest in flexible furniture presented by ML as used in Fidelity Study
  - JV pointed out access to white boards also important and low-tech solutions should not be overlooked.
  - MM noted laptops will become an important tool in the classroom and the teaching spaces should support their use, such as power and data connections when possible.
  - Seminar (16p) with flexible furniture, semi-smart technology, and Smartboard.
5. Program Spaces (*new spaces italicized*)
  - Faculty Offices- 17 offices + 2 offices for 5 part time faculty
  - Dept Administrative Office
    - i. secretarial
    - ii. work/study spaces
  - *Student Commons*
  - Language Learning and Resource Center
    - i. Media Carrels
    - ii. Film Editing Room
  - Classroom Types
    - i. Lower level: 16p – 20p (max 25p) flexible layout, semi-smart
    - ii. Upper level: 10-15p flexible layout, semi-smart

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Greek and Roman Studies  
Kick Off Meeting  
11 January 2005

Attendees:

Kenny Morrell, Chair, Greek and Roman Studies  
Susanne Hofstra, Greek and Roman Studies  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - First priority of department is to create community for department.
  - Proposal for Integrated Learning Environment combines departmental program spaces into one intensive teaching and research space. These program spaces do not currently exist.
  - Faculty offices are in Rhodes Tower and Halliburton Tower and should be in same location.
3. Specific departmental space needs:
  - Integrated Learning Environment – See also proposal from department that outlines this space in detail. Seminar area, classroom, laboratory bench space, informal discussion, artifact preservation, and departmental library would share a single open-plan space with oversight provided by the department. Faculty offices would be adjacent to this space, emphasizing the sense of community the department seeks to establish. It was agreed that it would be possible to separate space into seminar, classroom, and informal discussion areas.
4. Shared classrooms/ other teaching spaces:
  - Seminar Space – small group teaching.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

- Classroom (25p) – flexible, discussion style classroom with moveable tables
- Instructional technology includes provisions for “semi-smart” presentation equipment, including video projector, audio, DVD and VHS playback devices, and internet access. Wireless data access is also requested by the department.
- Additional equipment for web-casting and media maintenance would be provided by the department.

5. Program Spaces (*new spaces italicized*)

- Faculty Offices
- Dept Admin
- *Seminar*
- *Classroom (25p)*
- *Informal discussion*
  - i. Materials library*
  - ii. Bench space*
  - iii. Display area*
  - iv. Lockers*

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Search Interdisciplinary Group  
Kick Off Meeting  
11 January 2005

Attendees:

Joe Favazza, Religious Studies and Director, Search  
Bernadette McNary-Zak, Religious Studies and Search  
Valerie Nollan, Mod Languages and Search  
Jim Vest, Mod Languages and Search  
Susanne Hofstra, Greek and Roman Studies and Search  
Michelle Mattson, Modern Languages and Planning Committee Representative  
John Olsen, Assoc. Dean, Academic Affairs and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - Approx 60% of incoming freshmen and sophomores participate in Search course- 29 classes per semester
  - Potential for Search to be stand-alone department in future, consisting of 3-4 dedicated faculty members.
  - All faculty teaching Search are from Humanities.
  - New writing intensive curriculum initiative has been adopted.
3. Specific departmental space needs:
  - No departmental spaces at this time- administrative support is shared with History and faculty have offices in other departments. Dedicated spaces may be required if Search is made into stand alone department.
4. Shared classrooms/ other teaching spaces:
  - General discussion regarding seminar room capacity vs. layout – typical problem of exceeding capacity yielding inappropriate or non-equivalent seating.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

- First year search- 15-20p seminar (Monday, Wednesday and Friday)
- Second year search- 18-20p, seminar (Tuesdays and Thursdays)
- Common sessions- first year students meet as group eight times per semester. Total student count is 160, currently use Frazier-Jelke B for this purpose.
- Search prefers flexible table and chair layout, such as Type 1.1, for small seminar style classes. Capacity for this style of classroom is limited and should not be designed for greater than 20 students.
- Instructional technology includes provisions for "semi-smart" presentation equipment, including video projector, audio, DVD and VHS playback devices, and internet access.

5. Program Spaces (*new spaces italicized*)

- Dept Administrative Office (shared)
  - i. Seminar (20p)
  - ii. Large Lecture (160p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Political Science  
Kick Off Meeting  
11 January 2005

Attendees:

Steven Wirls, Chair, Political Science  
Margaret Carne, Political Science  
Michael Nelson, Political Science  
Marcus Pohlman, Political Science  
Mike Kirby, Political Science  
Dan Cullen, Political Science  
Jean Minmier, Political Science  
John Olsen, Assoc. Dean and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - A study is currently underway by Administrative Services for minor renovations to second floor of Buckman to accommodate Political Science in this space.
  - Faculty commented on small size of offices and in particular inadequate wall space for book shelves. Sound transmission between offices was also noted as a problem. EAI will develop College standards for faculty offices and include recommendations in report.
  - The office suite arrangement suits the department by providing collegiality and identity to department. However, disadvantages are noise transmission from the central working area and lack of independent access of the offices. A few conclusions were derived from the discussion of this subject – the offices are too small; suite arrangement to offices may be lost if adequate size offices are provided; and some preference remains for the suite.



Dr. Charles Stinemetz  
27 January 2005  
Page 2

3. Specific departmental space needs:
  - Department Admin Office – a department secretary, with separate work/study desks and separate closet for storage of department files.
  - Student Lounge – for informal gathering and interaction of students.
  - Mock Trial – Existing mock trial room is no longer scheduled for registrar classes, and is working with the development office to secure donors to fund improvements to the design and performance of the space.
  
4. The immediate space needs of the department vs. the long term arrangement of academic space in Buckman was discussed, and the need for a comprehensive plan for all College academic space was understood to avoid Political Science having to move more than once.
  
5. Shared classrooms/ other teaching spaces:
  - General discussion regarding seminar room capacity vs. layout – typical problem of exceeding capacity yielding inappropriate or non-equivalent seating.
  - Seminar (10-20p) – predominant classroom type.
  - Lecture Classroom (20-25p)
  - Classrooms that encourage student-instructor interaction are desired.
  - Instructional Technology includes “Semi-smart” technology needed in all teaching spaces – this includes video projector, audio, DVD/VHS playback devices, internet access, but no touchscreen or wireless data system. This level of presentation technology is used by 20% of the faculty in this department.
  - MN and SW noted a traditional, non-technology intensive seminar room with large table, comfortable chairs and no presentation technology still has a role on campus and would like to see one of these in the Academic Plan.
  
6. Program Spaces (*new spaces italicized*)
  - Faculty Offices- 7 Full time plus one adjunct faculty = 8 offices
  - Dept Administrative Office
    - i. Secretarial
    - ii. Work/study spaces
    - iii. File storage closet
  - *Student Lounge*
  - Classroom Types
    - i. Seminar 10-20p
    - ii. Lecture 20-25p
    - iii. *Traditional Seminar*

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Religious Studies  
Kick Off Meeting  
11 January 2005

**Attendees:**

Mark Muesse, Chair, Religious Studies  
Ryan Byrne, Religious Studies  
John Kaltner, Religious Studies  
Steve Haynes, Religious Studies  
John Olsen, Assoc. Dean for Academic Affairs  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

**Distribution:**

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - Primary emphasis of departmental concern lies with offices. Larger offices have been divided into two smaller offices in order to accommodate new faculty. Noise transmission between adjacent offices and due to concentration of faculty offices on fourth floor of Clough is a problem. Nine out of 13 offices on fourth floor of Clough – faculty prefer to have all on one floor.
  - Department administration shared with Art and Philosophy; additional space needed.
  - Faculty are willing to teach in other buildings.
  - Large plenary sessions require 100p capacity six times per semester.
3. Specific departmental space needs:
  - Department Administration Office – This room should be large enough to provide space for mailboxes (currently in hallway) and work study students, as well as a department secretary.
  - Faculty Lounge/ Common Room – for meetings and informal faculty interaction.
4. Shared classrooms/ other teaching spaces:

Dr. Charles Stinemetz  
27 January 2005  
Page 2

- General discussion regarding seminar room capacity vs. layout – typical problem of exceeding capacity yielding inappropriate or non-equivalent seating.
- Seminar Room – (18-20p) Type 2.1 Seminar and lecture style teaching with flexible furniture, on castors for easy reconfiguration.
- Plenary Sessions – (100p) Type 1.1 Large group lecture, theatre seating six times per semester.
- It was agreed that “semi-smart” instructional technology, including video projector, audio, DVD and VHS playback devices, and internet access is suitable. A greater level of presentation technology involving touchscreen controls or wireless data transmission was not required.
- Consistent installation of presentation technology would encourage faculty to structure more class time around media presentations.
- WebCT is used particularly for team taught classes.

5. Program Spaces (*new spaces italicized*)

- Faculty Offices (13)
- Dept Administrative Office
  - i. Secretarial
  - ii. Work Study Spaces
  - iii. Mailboxes
- *Faculty Lounge/ Common Room*
- Classroom Types
  - i. Seminar (18-20p)
  - ii. Large Lecture (100p) Occasional use

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Music  
Kick Off Meeting  
11 January 2005

Attendees:

Diane Clark, Acting Chair, Music  
Tom Bryant, Music  
Tim Watkins, Music  
Timothy Powell, Music  
David Ramsey, Music  
John Olsen, Assoc. Dean and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Michael Lauber provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - Music Department occupies entire Hassell building, one of the more recent buildings on campus; Hardie Auditorium; and miscellaneous storage areas in Palmer Hall.
  - Performance spaces include Tuthill Hall in Hassell and Hardie Auditorium in Palmer.
  - Department incorporates three tier approach to discipline of music: Theory, History, and Performance, each of which should maintain presence on Ground floor of building to encourage awareness and cross-fertilization of methodology.
  - Music library will move to Barret library upon completion. The department plans to fit out this space as a rehearsal room with instrument storage and recording studio. The Music Tech Lab will move from the music library upstairs to room 201, now used as a percussion studio.
  - The pre-college Music Academy has been closed, simplifying the program demands on departmental space.
  - Faculty offices also act as teaching studios and are located on the upper floor.
  - Department also teaches public speaking as inter-disciplinary study.
  - Department consists of six full-time faculty and 25 adjunct faculty.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

3. Specific departmental space needs:

- Rehearsal Space- For choral practice for up to 40 voices, this room should also have room for grand piano, timpani, and storage for instruments and music. This room would also be used instruction for choral and other musicians. See "rough Proposal" for room for details, including furniture types.
- Music Tech Lab- This room is for eight computer stations for digital manipulation of music.
- Storage in Palmer- This existing storage space should be renovated to ensure protection of contents from moisture damage and maximize space efficiency. Items stored here are choral robes and choral performance library.
- Student Lounge- informal space for social interaction and out-of-class study.

4. Shared classrooms/ other teaching spaces:

- Seminar Room- (18-20p) Flexible tables and chairs Seminar and lecture style teaching with flexible furniture. Current classroom in Hassell functions well.
- It was agreed that "semi-smart" instructional technology, including video projector, audio, DVD and VHS playback devices, and internet access is suitable. A greater level of presentation technology involving touchscreen controls or wireless data transmission was not required.

3. Program Spaces (*new spaces italicized*)

- Faculty Offices (11 studio/ offices plus 3 non-studio offices)
- Dept Administrative Office
  - i. Secretarial
  - ii. Work/ study
- Faculty Lounge/Green Room
- *Student Lounge*
- Practice Rooms (7)
- Music Tech Lab
- *Rehearsal Space*
- Classroom Types
  - i. Seminar (18-20p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

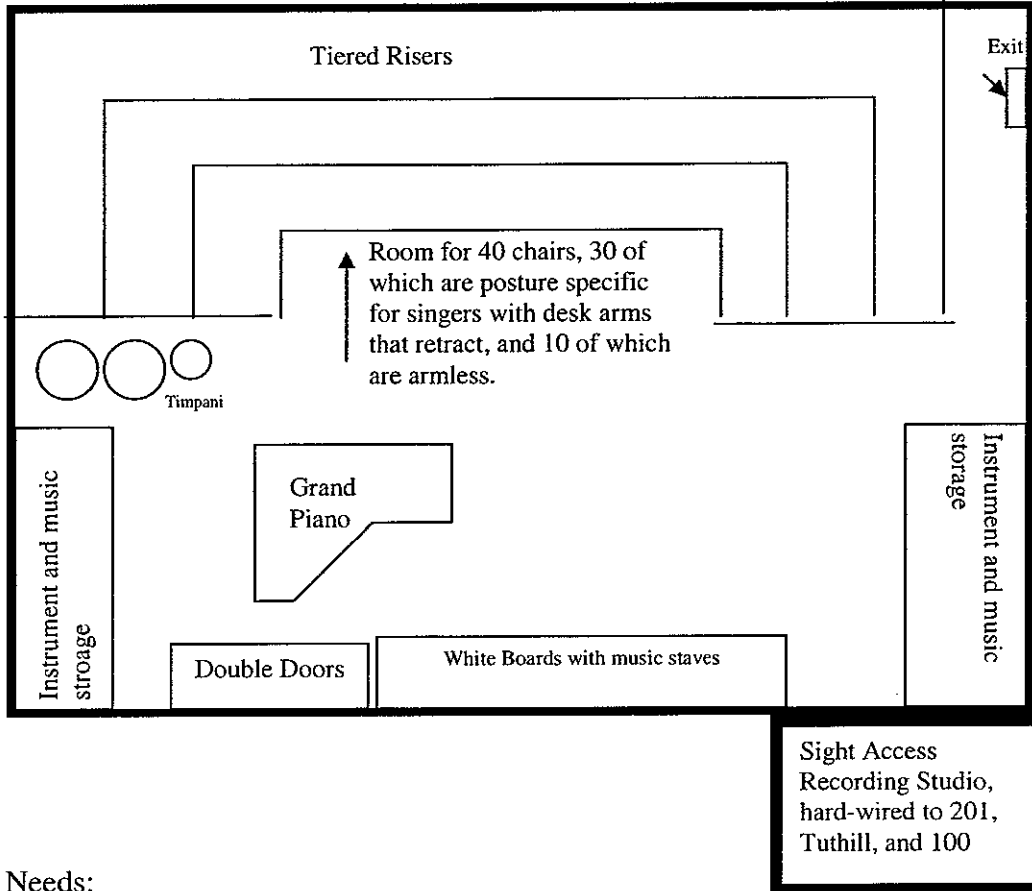
Matthew Ali  
Project Manager

Continued use for Hardie Auditorium:

- 1) Rhodes Singers MWF 4-5pm
  - a. 50-60 voices
- 2) Rhodes Mastersingers Chorale Tues. 7-9pm
  - a. 55-80 voices
- 3) Joint rehearsals adequate for up to 140 voices with orchestra of 40+.
- 4) Rhodes Orchestra
  - a. 40 players
- 5) Choral storage
- 6) Orchestral instrument storage
- 7) Adequate or additional lighting (brighter).
- 8) Additional and accessible electrical outlets.
- 9) Updated sound and recording system for performances, rehearsals, lectures, etc.

Continued use of Palmer basement storage units.

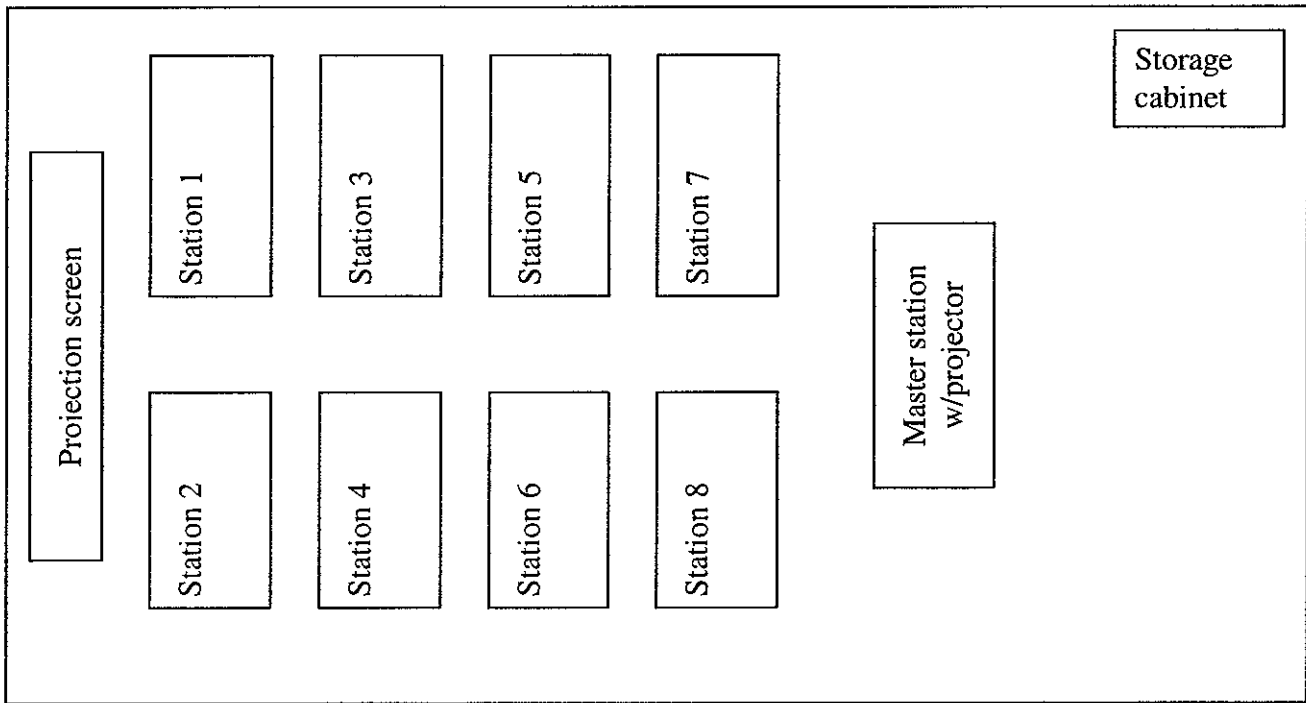
Rough Proposal for Refit of Room 100. Not to scale!



Needs:

- 1) Rehearsal space for 30-40 students (primary use).
  - a. 3-tiered risers on West wall to accommodate 30 chairs (10 on floor).
  - b. Semi-oval
  - c. Acoustic treatment of room (sound proof within and some sound barrier to prevent bleed-through into hall and adjacent offices and practice rooms)
  - d. Grand piano and timpani
  - e. Wider doors (double doors) to accommodate timpani.
  - f. 30 classroom desks with retractable arms, posture specific for singers.
  - g. 10 chairs without desks.
- 2) Recording Studio (secondary use).
  - a. Sightlines to room (Plexiglas window?)
  - b. Hardwired to Tuthill Hall, rooms 100 and 201 (new Tech Lab).
- 3) Instrument/music storage
- 4) Music stand and chair storage
- 5) Adequate lighting (brighter?)
- 6) Whiteboards with music staves and sliding acoustic covers.
- 7) New flooring (no carpet) consisting of sound sensitive wood.
- 8) Smart room (A/V capable: audio and video/DVD playback from inside room).

## Rough Proposal for Refit of Room 201



### Needs:

- 1) New blinds for all windows
- 2) Sound proofing and treatment
- 3) At least one network connection
- 4) Locking storage cabinet for software and peripherals
- 5) Various cables to allow for new dimensions



27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of English  
Kick Off Meeting  
11 January 2005

Attendees:

Jennifer Brady, Acting Chair, English  
Thomas Cohen, English Film Studies  
Gordon Bigelow, English  
Michael Leslie, English  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Matthew Ali, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Matthew Ali provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - English Department occupies third (and office on fourth) floor of Palmer Hall. Faculty are satisfied with this location and the cohesive nature of faculty offices.
  - Writing Center will move to Barret Library upon completion, and Film Studies will use the screening room in this building as well. These program spaces do not need to be accommodated in the department.
  - Films are also shown in Frazier Jelke A to allow for larger audience.
3. Specific departmental space needs:
  - Student Lounge – informal space for social interaction and out-of-class study.
  - Faculty Offices – concerns include shortage of wall space for book shelving and lack of windows in some offices. EAI will develop College standards for faculty offices and include recommendations in report.
4. Shared classrooms/ other teaching spaces:
  - Tablet arm chairs are favored for the ease of flexibility and visual connection between instructor and student group. Moveable 2-person tables may be suitable for upper-level seminar classes.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

- Lower Level (15-18p) – Type 1.4, tablet arm chairs
- Upper Level (15-18p) – Type 1.1, moveable tables
- Larger classroom (20-25p) Type 2.4, tablet arm chairs
- It was agreed that “semi-smart” instructional technology, including video projector, audio, DVD and VHS playback devices, and internet access is suitable. A greater level of presentation technology involving touchscreen controls or wireless data transmission was not required.

3. Program Spaces (*new spaces italicized*)

- Faculty Offices (12 Full-time and 3-5 adjunct faculty)
- Dept Administrative Office
  - i. Secretarial
  - ii. Work/ study
- Faculty Lounge
- *Student Lounge*
- Classroom Types
  - i. Seminar (18-20p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Psychology  
2<sup>nd</sup> Departmental Meeting  
12 January 2005

Attendees:

Marsha Walton, Chair, Dept of Psychology  
Mark Smith, Psychology (Education)  
Robert Strandburg, Psychology  
Chris Wetzel, Psychology  
John Olsen, Assoc. Dean, Academic Affairs and Planning Committee Representative  
Larry Hamlet, International Studies and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:

- Education minor to eliminate adjunct faculty positions and rely more on other Psychology department faculty for requisite courses.
- Neuroscience lab space requirements may be met with existing space in Clough with renovation and new layout. For example, neuroanatomy lab space adequate but in need of fume hood and exhaust connection.
- Live rodents as well as destroyed ones travel between Frazier – Jelke and Clough.
- Data Analysis room is occasionally used for one or two person experiments.
- Group Experiment Room and Data Collection Computer Facility may be combined using flexible furniture and adequate storage for computers when not in use. These varied uses maximize use of room but require operational protocol and scheduling to avoid conflicts.
- Group Experiment Room provides space for activities that are supervised in the Observation Room. The Observation Room should have video and audio monitoring and recording equipment with cameras and microphones in the Group Experiment Room.

2. New issues and concerns:

- It was agreed a more detailed discussion regarding scope of Animal Facility program should occur with Biology and Psychology contributing. Issues of animal welfare, researcher and student-group access, security and ventilation should be addressed in comprehensive manner. Psychology students are sometimes brought in to view

Dr. Charles Stinemetz  
 27 January 2005  
 Page 2

behavioral experiments, i.e. Learning and Memory course. This access should be maintained while minimizing exposure of animals to public.

- Neuroscience and other labs are also used as student teaching spaces
- Faculty commented on small size of offices and lack of windows. EAI will develop College standards for faculty offices and include recommendations in report.

3. Classroom selection:

- Lower Level – Type 2.1, flexible discussion/ lecture classroom with moveable tables and chairs.
- Upper Level – Type 3.1, flexible seminar room with moveable tables and chairs
- Computer Classroom – Used for statistics course. Tables and chairs in face-forward arrangement. This is a specialized teaching space that will be located in Barret Library.
- All teaching spaces “semi-smart”

4. Program Spaces (*new spaces italicized*)

- Faculty Offices (10 full time including education faculty plus one adjunct faculty= 11 total)
- Administration office - currently shared with Anthropology/Sociology Dept
- *Student Commons*
- Lab Spaces
  - A. Neuroscience
    - i. Human Psychophysiology dry lab/ and prep
    - ii. Human Psychophysiology Isolation room (8' x 10')
    - iii. Human Psychophysiology Control/ recording room (10' x 10')
    - iv. Neuroanatomy wet lab
  - B. Learning Technology
    - i. *Data Collection Computer Facility\**
    - ii. Data analysis room (also Learning Development isolation room)
  - C. Community and Social Psychology / Developmental Psychology
    - i. Group Experiment Room\*
    - ii. Observation Room
- Animal Facility
  - i. Animal Holding Rooms (2)- now in Frazier – Jelke
  - ii. Further program discussion required with Biology Department
- Classroom Types
  - i. Lower Level: 25-35p, lecture style, breakout option, semi-smart
  - ii. Upper Level: 12-18p, moveable tables, seminar, semi-smart
  - iii. Computer classroom (assume location in Barret Library)

\* These program requirements may use the same room by utilizing flexible furniture and storage solutions.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
 Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Chemistry  
2<sup>nd</sup> Departmental Meeting  
12 January 2005

Attendees:

Jon Russ, Chair, Chemistry  
Darlene Loprete, Chemistry  
Mauricio Cafiero, Chemistry  
David Jeter, Chemistry  
Rich Redfern, Chemistry  
Loretta Jackson-Hayes, Chemistry  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Matthew Ali, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:
  - Teaching labs on third and fourth floors were updated in 2001, not second and third.
  - Jackson-Hayes lab to be expanded summer 2005, on second floor.
  
2. New issues and concerns:
  - Loprette lab may expand to Classroom 110, pending relocation of this classroom to another location in building (such as space currently occupied by Theatre Dept)
  - Book Storage in second floor mechanical room to move to Barret library.
  - Air Handling Units currently located in overhead space of two rooms on second floor. These units are noisy and require internal make-up air intake.
  - Studio style chemistry lab to be flexible, modular lab with moveable benches. Funding in process.
  - Due to layout of building, faculty currently interact on daily basis and therefore do not need their own lounge – prefer a new student lounge

Dr. Charles Stinemetz  
27 January 2005  
Page 2

3. Classroom selection:
  - Faculty expressed strong preference for not teaching outside of Kennedy classrooms.
  - Faculty requested room with capacity for 70p for special events.
  - Large Lecture (40p) – Type 3.3 Kennedy 201 could be used for this function, especially if the furniture is modified to fixed tables and tiered seating – capacity of 40p is acceptable.
  - Medium (20-35p) – Type 3.2 Kennedy 205 could be used for this function, especially if the furniture is modified to fixed tables and tiered seating – capacity of 35p is acceptable.
  - Small (15-20p) –Type 3.1 (MIT model)- Kennedy 207 could be used for this function, especially if the furniture is modified to moveable tables.
  - Seminar (12p) – Type 1.2 An alternate to Room 410 – single large table; space to be identified.
  - All teaching spaces “semi-smart”
  - Chemistry department uses document camera.
  
4. Program Spaces (*new spaces italicized*)
  - Faculty Offices (6)
    - i. *One additional post-doc work space*
  - Dept Administrative Office
  - *Student Lounge /study area- space to be identified*
  - Fac/Student Research Labs
  - Teaching Labs
    - i. Existing labs
    - ii. *Expansion to Prof Loprette's lab*
    - iii. *Studio lab*
  - Classroom Types
    - i. Large- lecture style, face forward, semi-smart
    - ii. Medium- lecture style, semi-smart
    - iii. Small- lecture style, semi-smart
    - iv. Seminar 7-10p for Upper Level courses

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Planning Committee  
2<sup>nd</sup> Briefing Meeting  
12 January 2005

Attendees:

Glenn Munson, Registrar  
Larry Hamlet, International Studies  
John Olsen, Assoc. Dean for Academic Affairs  
Brian Foshee, Director, Physical Plant  
Charlie Lemond, Director, ITS  
Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd  
Michelle Mattson, Chair, Modern Languages and Literature  
Matthew Ali, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. The method and results of EAI's utilization analysis were presented to the Committee, including basic assumptions regarding "course-slots", after-hours scheduling, etc. (see attached *Utilization Study* memo). The resultant utilization factor on a college-wide basis is 55%. This suggests the College is fairly efficient at scheduling classrooms yet has flexibility for faculty scheduling options, classroom renovations, and some student population growth.
2. Methods and results of classroom occupancy studies were also presented to the Committee (see attached *Classroom Occupancy Study* memo), with low, high, and average occupancies of Registrar classrooms listed as a percentage of total classroom capacity. The average occupancy for all classrooms was 55%. This figure is negatively influenced by the low average occupancies of the fixed table lecture halls (29%), and other lecture halls (52%). This suggests the larger capacity classrooms are not as much in demand as the smaller seminar classrooms.
3. Room demand records should be available from the Registrar's database to assess which classrooms are in highest demand and the number of courses which were denied the first choice of room.
4. It was agreed that classroom requests are influenced by instructional technology, with some classes meeting in rooms with sub-optimal seating arrangements in order to take advantage of presentation equipment such as digital projectors.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

5. A method of classifying the classrooms that incorporated class size for use during the Planning Study was discussed. The following classification types were provided for feedback and discussion from the Committee:
- Seminar 12-18p (moveable two-person tables)
  - Discussion 20-25p (moveable two-person tables)
  - Small Classroom 26p (moveable two-person tables)
  - Medium Classroom 36-40p (fixed tables, tiered)
  - Lecture 50p+ (fixed tables, tiered)

EAI will most likely recommend refinements to these classifications as the classroom program process continues.

6. Committee members were given copies of the Prototype Layouts that are being used in departmental meetings to solicit feedback from faculty on preferred teaching arrangements.
7. Non-scheduled, occasional large student gatherings, such as film showings, Search all-section lectures, Religious Studies plenary sessions, etc. will have to be addressed in order to properly size rooms for these types of events.
8. Planning documents in development for the renovation of second and third floor of Buckman Hall will be forwarded to EAI.

*Plans for renovation of Buckamn Second and Third Floors, and all levels of Ohlendorf Tower, were later received by EAI.*

9. The list of administrative departments proposed to move from Palmer to Burrow is still being finalized.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Aii  
Project Manager

enclosures



Harry Ellenzweig, FAIA  
Mitos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Anthropology and Sociology  
Kick Off Meeting  
12 January 2005

Attendees:

Peter Ekstrom, Chair, Anthropology and Sociology  
Carla Shirley, Anthropology and Sociology  
Susan Kus, Anthropology and Sociology  
Tom McGowan, Anthropology and Sociology  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Larry Hammett, International Studies and Planning Committee Representative  
Matthew Ali, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Steinmetz and Matthew Ali provided an overview of the academic space planning process and the role of the Planning Committee.
2. Overall comments on current departmental spaces:
  - The department has contiguous spaces in basement of Clough. Glass display cases are important element for department to exhibit items and establish some sense of departmental identity.
  - Teaching spaces are contiguous and associated with the department by virtue of materials stored in them.
  - Current "Multi-Purpose Room" is home to many different uses and is evidence of space shortage in department. This uses have been organized in areas dedicated to Workroom, Archeology Lab, and Faculty Lounge.
  - Student space needs to be developed.
  - Department is very involved in multi-disciplinary work with other departments.
3. Specific departmental space needs:
  - Workroom – This room would incorporate student lounge, work/ study workers, and group projects. This room would have extended hours and allow more student occupation of department, which often occurs in hallway or other ancillary spaces.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

- Archeology Lab – for archeological studies and cross disciplinary work with Greek and Roman Studies and Religious Studies. This room would contain a bench with sink, a layout table, flat files for maps, light table for slides, or media equipment such as cassette tape duplication, etc.
  - Archeology Lab Storage – For artifacts and other teaching aids, now stored in classrooms
  - Faculty Lounge – for departmental meetings or more private student tutoring.
  - Department Administration Office – Separate from other departments, this room would have space for the department secretary and be a base for inter-disciplinary studies such as Urban Studies and GIS. This room would have the departmental mailboxes and journal storage.
  - Field Storage – For equipment for use in field studies, such as tents, etc. It is not essential this room is adjacent to department.
4. Shared classrooms/ other teaching spaces:
- It was agreed that “semi-smart” instructional technology, including video projector, audio, DVD and VHS playback devices, and internet access is suitable and useful for the faculty. A greater level of presentation technology involving touchscreen controls or wireless data transmission was not required.
3. Program Spaces (*new spaces italicized*)
- Faculty Offices (4)
  - *Dept Administrative Office*
    - i. Secretarial
    - ii. Inter-disciplinary studies administration
  - *Student Lounge*
  - *Faculty Lounge*
  - *Archeology Lab*
  - *Archeology Lab Storage*
  - *Workroom*
  - *Field Storage*
  - Classroom Types
    - i. Seminar (15p)
    - ii. Classroom (15p-25p) Flexible table and chairs
    - iii. Lecture (25p-35p) Moveable desks and chairs

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 January 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Economics and Business Administration  
Second Departmental Meeting  
12 January 2005

Attendees:

Pam Church, Chair, Economics/ Business Admin  
Daniel Arce, Economics/ Business Admin  
Nick McKinney, Economics/ Business Admin  
Ferran Thompson, Economics/ Business Admin  
John Planchon, Economics/ Business Admin  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee  
Earlier Attendees

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:

- Total number of offices is 13 including growth plus one for adjunct faculty, for a total requirement of 14 offices.
- It was agreed no faculty lounge is required.
- Additional request to keep storage closet in program for departmental files, etc.
- See Classroom Selection below for elaboration on Shared Teaching Spaces.

2. New issues and concerns:

- The "suite" arrangement of offices is not liked due to noise from common spaces and lack of independence from departmental activities. It was also noted that noise from classrooms during and between classes is very distracting in offices. For this reason, a new arrangement of offices directly off a corridor that allows for student access but is segregated from classrooms is highly desirable.
- It was confirmed that group study rooms would be useful for breakout sessions. Two 12' x 12' rooms with internet access should be listed in departmental program. These may also be used for out-of-class special needs students if other locations (as assigned by Disability Services) are not available. If used for this reason, privacy must be maintained to ensure anonymity.

Dr. Charles Stinemetz  
27 January 2005  
Page 2

3. Classroom selection:

- It was agreed a "semi-smart" level of technology is acceptable for most teaching spaces. Fixed table classrooms should also have power and data for each student location.
- Faculty do not like current seminar rooms with tablet arm chairs on perimeter. It was understood this was done to maximize room capacity and the Academic Space study was looking for solutions to this problem.
- Large Lecture – Type 3.2 or 3.3 for max 60p- fixed tiered
- Medium Lecture – Type 3.2 or 3.3 (40p)- fixed tiered- many sections are taught in this style of room by the department and emphasis was placed on proper design, including technology, sightlines and desk layout, and multiple rooms to ease scheduling conflicts.
- Case study classroom – Type 2.3 (25p)- fixed tiered in horseshoe configuration for interactive discussion
- Flexible classroom – Type 2.1 (25p) moveable tables for reconfiguration into lecture, discussion or group study. Faculty vary in their support for such a room.
- Seminar – Type 1.1 (20p) for upper level seminar courses.

4. Program Spaces (*new spaces italicized*)

- Faculty Offices (14)
- Dept Administrative Office- include secretarial, *work/study stations and Copy/Coffee area*
- *Student Lounge/Gathering Space*
- Storage Closet
- *Group Study Rooms (2)*
- Classroom Types
  - i. Large Lecture (60p)
  - ii. Medium Lecture (40p)
  - iii. Case Study Room(25p)
  - iv. Flexible classroom (25p)
  - v. Seminar (20p)
  - vi. Computer lab 25p (located in Barret Library)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of English  
2<sup>nd</sup> Departmental Meeting  
31 January 2005

Attendees:

Jennifer Brady, Acting Chair, English  
Thomas Cohen, English Film Studies  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:
  - English department prefers to locate the space for British Studies and Michael Leslie on the third floor of Palmer. The current location on the fourth floor is remote and disconnected from the rest of the department.
  - Student Lounge is not a priority and should only be considered if other elements of the program have been met, such as right-sized faculty offices.
2. New issues and concerns:
  - Judith Haas' office is located on the fourth floor of Halliburton Tower and this office should be incorporated into the third floor.
  - Jennifer Brady, as Acting Chair, should be located in more central location on third floor if this administrative appointment is to continue.
  - Rebecca Finlayson of the Writing Center will retain her office in Palmer.
3. Classroom selection
  - Classroom design should incorporate blackout shades for slides and other presentation media. EAI will incorporate this into classroom design guidelines.
  - There was some discussion regarding tablet arm chairs versus moveable tables. The English department prefers tablet arm chairs for many classes with moveable tables used by some instructors or for specific courses. A concern was expressed regarding the second row in the discussion classroom format may be too distant from the instructor and

Dr. Charles Stinemetz  
4 March 2005  
Page 2

set up a "tiered" student status in the room. Michael Lauber suggested that one classroom in Palmer may be tried out with moveable tables in discussion format as a preliminary step in classroom renovations. Faculty could test this layout and this may inform further renovations.

- Lecterns must be designed to be as small as possible to avoid this element acting as "magnet" for instructors. EAI will make design suggestions for appropriately sized lecterns.
- Classroom types were developed to identify key characteristics:
  - i. Type 1 classroom – Type 1.4 (15-18p) tablet arm chairs
  - ii. Type 2 classroom – Type 1.1 (15-18p) moveable tables (**P205b**)
  - iii. Large Classroom – Type 2.4 (30p) tablet arm chairs

4. Program Spaces (*new spaces italicized*)

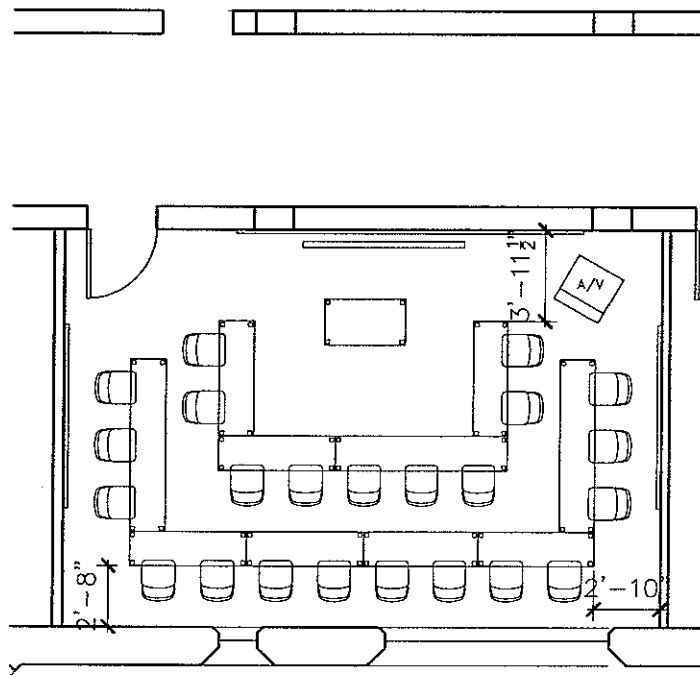
- Faculty Offices (15 full-time plus 2 adjunct faculty offices= 17 total)
- Dept Administrative Office
  - i. Secretarial
  - ii. Work/ study
- Faculty Lounge
- *Student Lounge\**
- Classroom Types
  - i. Type 1 (18p) tablet arm chair
  - ii. Type 2 (18p) moveable tables
  - iii. Large Classroom (30p) tablet arm chair

\*Provide only if other program spaces are met.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



ROOM SIZE= 444 SF  
EXIST CAP= 30  
NEW CAP= 23  
SF/SEAT= 19

OPT B

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College**  
**Academic Space Planning Study**

Title: **Classroom Layout**  
**Palmer 205**

File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: **P205b**

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of International Studies  
2<sup>nd</sup> Departmental Meeting  
31 January 2005

Attendees:

Karl Kaltenthaler, Chair, International Studies  
Larry Hamlett, International Studies and Planning Committee  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:
  - International Studies currently occupies six offices in Buckman and one in Burrow; additional offices are required for two planned growth. Anticipated departmental relocations will make the Modern Languages and Literature faculty office now in the IS suite available for one faculty, leaving need for one office for one faculty growth. Faculty office in Burrow to be relocated to Buckman on 2<sup>nd</sup> or 3<sup>rd</sup> floor.
2. New issues and concerns:
  - Offices in suite arrangement provides buffer to corridor and ancillary space for department admin, work study, etc., and should be retained.
3. Classroom layout/ design:
  - Michael Lauber presented discussion style classroom with moveable tables and chairs as solution to conflicting requirements for a seminar style course with a class enrollment of 20 students or greater.
  - Seminar classrooms may be taught in discussion style format with moveable tables and chairs, in rooms up to 25p capacity.
  - Lecture classes of 30-35p do not need flexibility. Fixed table layouts for B212, B214 and B216 would fit requirements.
  - Additional need for senior seminar for ten students.



Dr. Charles Stinemetz  
4 March 2005  
Page 2

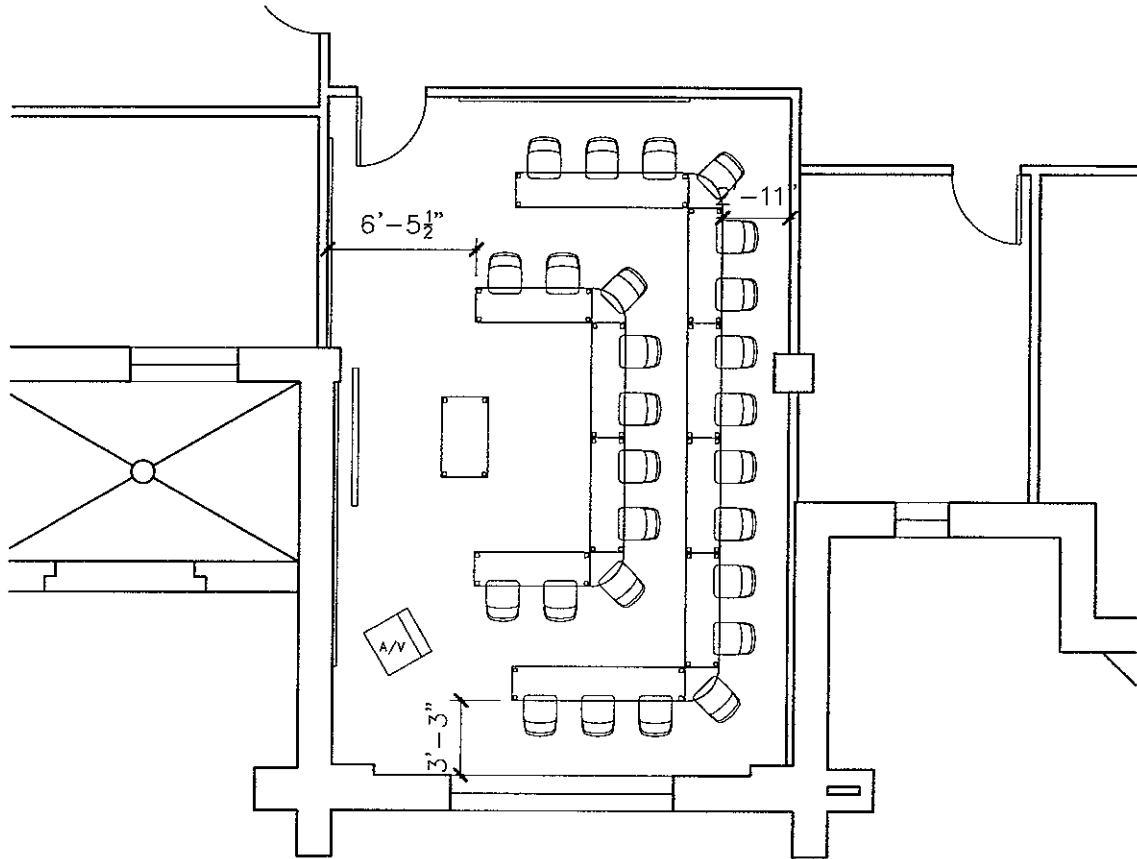
4. Program Spaces

- Faculty Offices (7 current full time plus two growth = 9 total)
- Dept Administrative Area
- Work/ Study Area
- Classroom Types
  - i. Seminar/ Discussion (12p-20p, 25p max) moveable tables and chairs(**B207e**)
  - ii. Lecture (30-35p) face forward lecture style classroom (**B212a**)
  - iii. Senior Seminar (10p) true seminar format (**B105d**)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 26  
SF/SEAT= 22

OPT E

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College**  
**Academic Space Planning Study**

Title: **Classroom Layout**  
**Buckman 207**

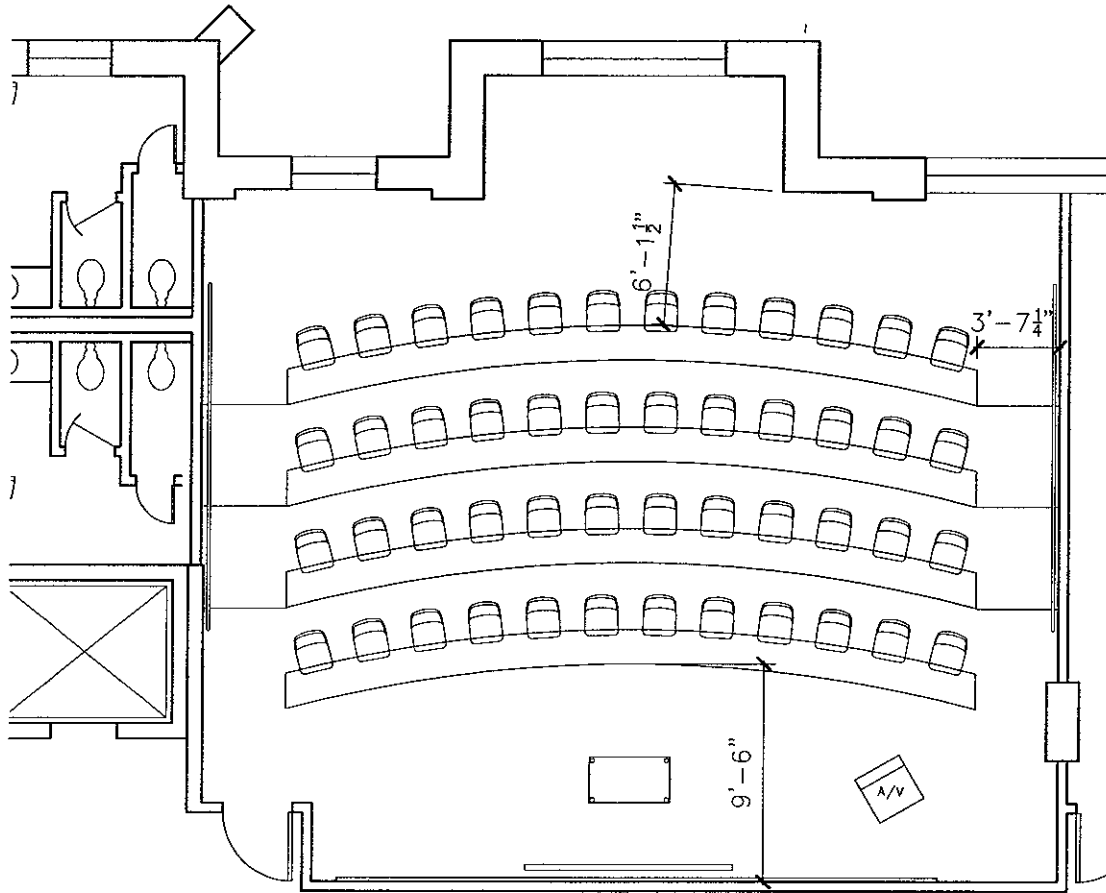
File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: **B207e**



ROOM SIZE= 1160 SF  
EXIST CAP= 30  
NEW CAP= 48  
SF/SEAT= 24

OPT A

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 212

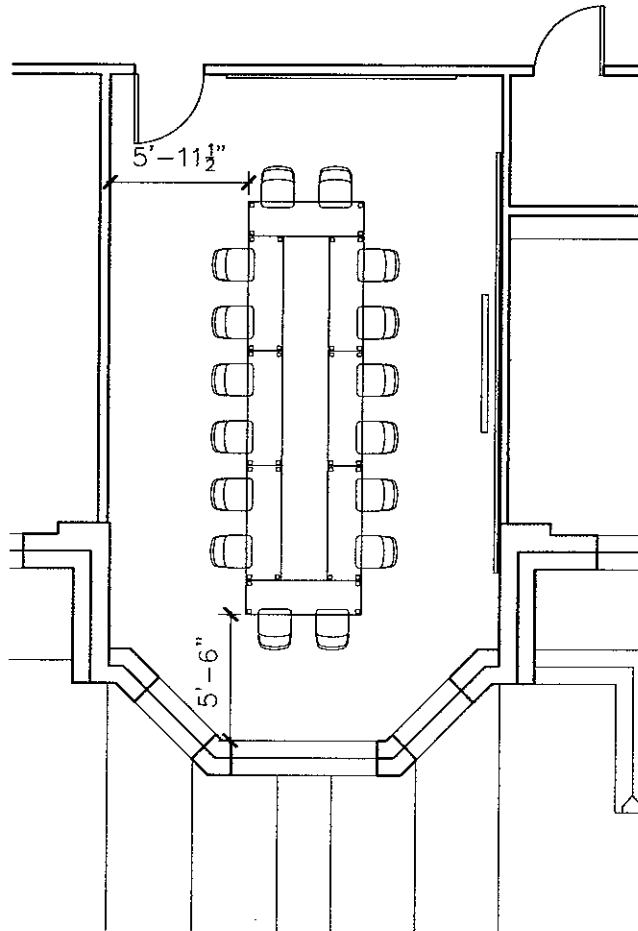
File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B212a



ROOM SIZE= 467 SF  
EXIST CAP= 30  
NEW CAP= 16  
SF/SEAT= 29

OPT D

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Classroom Layout  
Buckman 105**  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: B105d

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

21 February 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Animal Facility  
Inter-Departmental Planning Meeting  
31 January 2005

Attendees:  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Jay Blundon, Biology  
Alan Jaslow, Protocol Administrator  
Robert Strandberg, Psychology  
Steven Lloyd, Psychology  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:  
Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Chuck Stinemetz outlined need for meeting within context of Academic Space Planning Study currently underway by EAI.
2. Overall comments on current facility:
  - Current facilities consist of four rooms, each with independent air supply.
  - No immune-deficient mice used in current facility. May consider use of Specific Pathogen Free (SPF) mice in future.
  - Feed now stored in cold room to eliminate exposure to vermin.
  - Regulations do not require surgery room in current facility.
  - Facility must be both accessible to those students in Biology or Psychology involved in animal research but also secure from casual exposure to larger student population.
3. Specific facility needs
  - Demonstration Room – For use by Psychology instructors to show animals in variety of behavioral tests to groups of 12-15 students. Should be adjacent to animal holding rooms to minimize travel distance of rodents. This room may be used for general use by Biology.
  - Animal Holding Rooms – Right-sized rooms for housing animals. Independent air supply and exhaust and lighting controls should be provided.
  - Surgery/ Procedure Room – This space will be necessary in future if certain types of animals are used or research conducted. Further discussion is warranted regarding this subject.

Dr. Charles Stinemetz  
21 February 2005  
Page 2

- Feed/ bedding storage – with convenient access for deliveries and to cagewash.
  - Cagewash – Separate room for cleaning and sanitizing cages, racks, and bottles. Small cabinet cagewashers are available for low volume needs. Provide proper building infrastructure for this program type.
  - Drug Storage – Secure storage for drugs used in research. This may be a locked refrigerator.
4. Program Spaces
- Animal Holding Rooms (4)
  - Demonstration Room (confirm program for this room)
  - Cagewash
  - Feed/ Bedding Storage
  - Drug Storage
  - Procedure Room (to be confirmed)
5. Faculty agreed to discuss inter-departmental cooperation regarding animal facility in greater detail.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Chemistry  
3<sup>rd</sup> Departmental Meeting  
31 January 2005

Attendees:

Jon Russ, Chair, Chemistry  
Darlene Loprete, Chemistry  
Mauricio Cafiero, Chemistry  
David Jeter, Chemistry  
Richard Redfearn, Chemistry  
Loretta Jackson-Hayes, Chemistry  
Anne Rain Tanner, Chemistry Student  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:

- Lecture hall target capacities after modification of seating from theatre-style to continuous tables:
  - i. Large Lecture (Kennedy 201) 70 students
  - ii. Medium lecture hall enrollment range is 30-35 students.See comments regarding layout below.

2. New issues and concerns:

- First Floor Renovations – Possible uses for the space to be vacated by Theatre department include seminar room, student lounge, and a Post-Doc office. A discussion style classroom was considered for the large space at the western end of the corridor now occupied by the rehearsal space. Alternatively, this classroom could be used as an inter-disciplinary teaching space by Chemistry and Biology.
- Frazier-Jelke connection – A direct, interior connection to Frazier Jelke would encourage inter departmental cooperation. It appears such a passage is possible but further investigation regarding structural, mechanical and architectural issues is required.

Dr. Charles Stinemetz  
4 March 2005  
Page 2

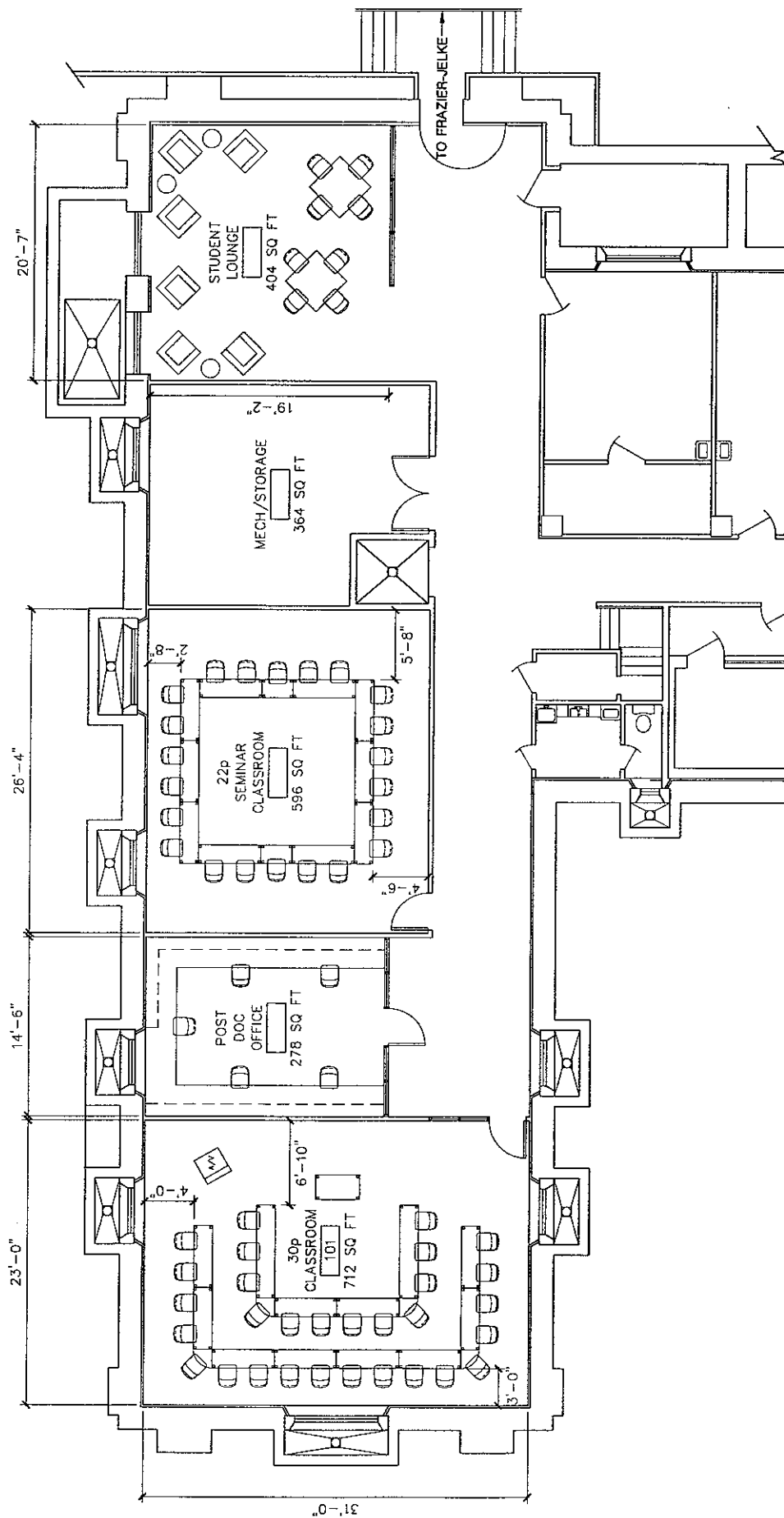
- Studio Lab – To be located in the existing chemistry library, this teaching space will not use wet services, air or gas and will not house equipment. Moveable, 2-person tables will be used to create easily reconfigurable layouts for interactive teaching, with a target capacity of 24 students. Presentation technology should match the typical “semi-smart” packages considered for other classrooms. Each table should be wired for power and data, given restrictions imposed by flexible arrangement.
3. Classroom comments:
- Kennedy 201 – A capacity of 70 students is possible with fixed tables; new tier structure is required.
  - Kennedy 205 – A capacity of 36 students is possible with fixed tables; new tier structure is required.
  - Demonstration benches – Kennedy 205 and 201 have large benches that are not used and obstruct circulation at the front of the room. These should be removed in any classroom renovation. A smaller demo table with maximum dimensions of 8' by 2'-6" is all that is required. This moveable piece of furniture does not require any services.
4. Program Spaces (*new spaces italicized*)
- Faculty Offices (6)
    - i. *One additional post-doc work space (First Floor)*
  - Dept Administrative Office
  - *Student Lounge /study Area (First Floor)*
  - Fac/Student Research Labs
    - i. *Expansion to Prof Loprette's lab (First Floor)*
  - Teaching Labs
    - i. Existing labs
    - ii. *Studio lab (existing library)*
  - Classroom Types
    - i. Large- lecture style, face forward, semi-smart (Kennedy 201)
    - ii. Medium- lecture style, semi-smart (Kennedy 205)
    - iii. Small- lecture style, semi-smart (Kennedy 207)
    - iv. Seminar 7-10p for Upper Level courses (Kennedy 410 or First Floor)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

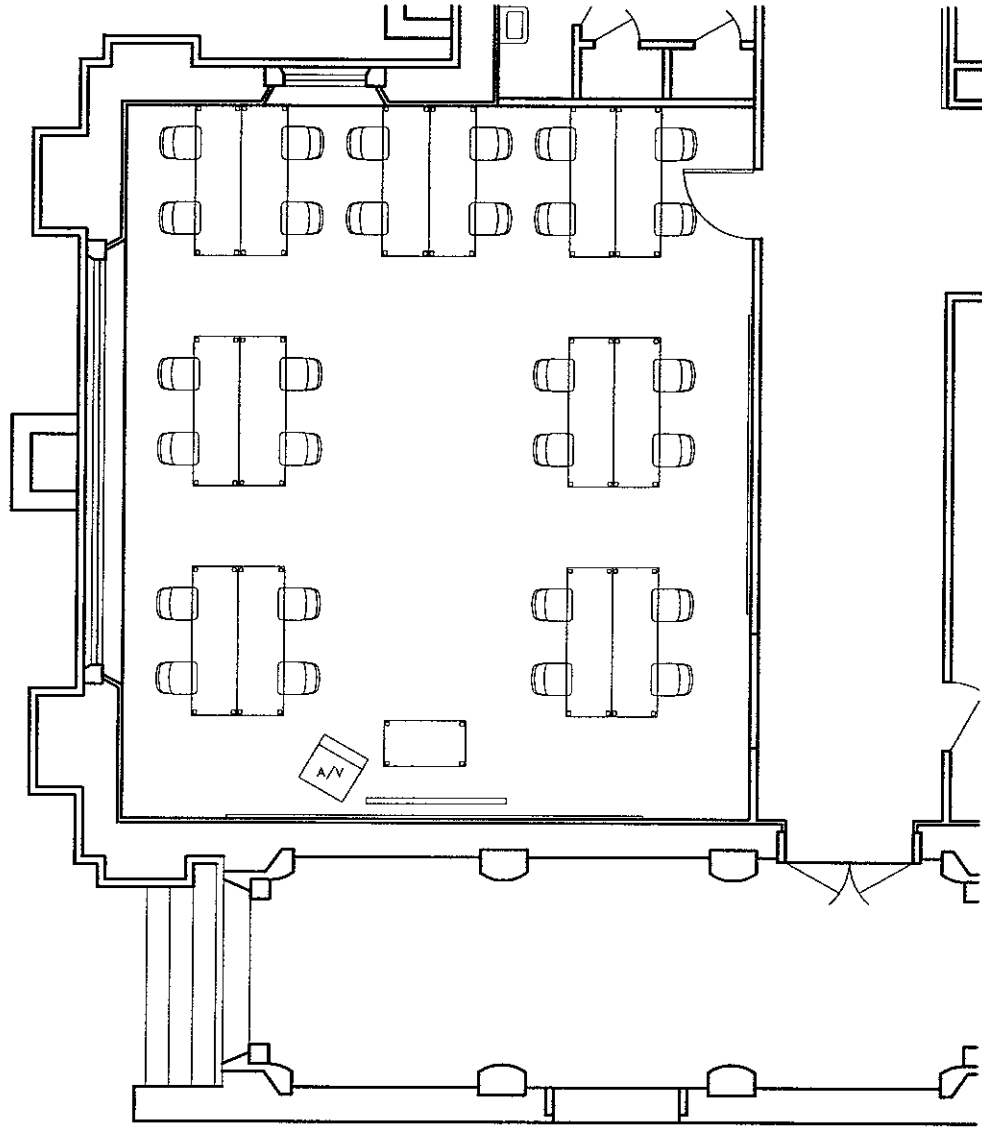




Job No: 30414  
 Scale: 1/8" = 1'-0"  
 Date: 23 Feb 05  
 Drawing: CHM

Project: Rhodes College  
 Academic Space Planning Study  
 Title: Specialized Layout  
 Chemistry First Floor  
 File: 4Specialized\_chemistry\_1stfloor.rvt

Ellenzweig Associates, Inc.  
 Architects  
 1280 Massachusetts Avenue,  
 Cambridge, Massachusetts 02138  
 Telephone: 617-491-5575  
 Fax: 617-966-2318



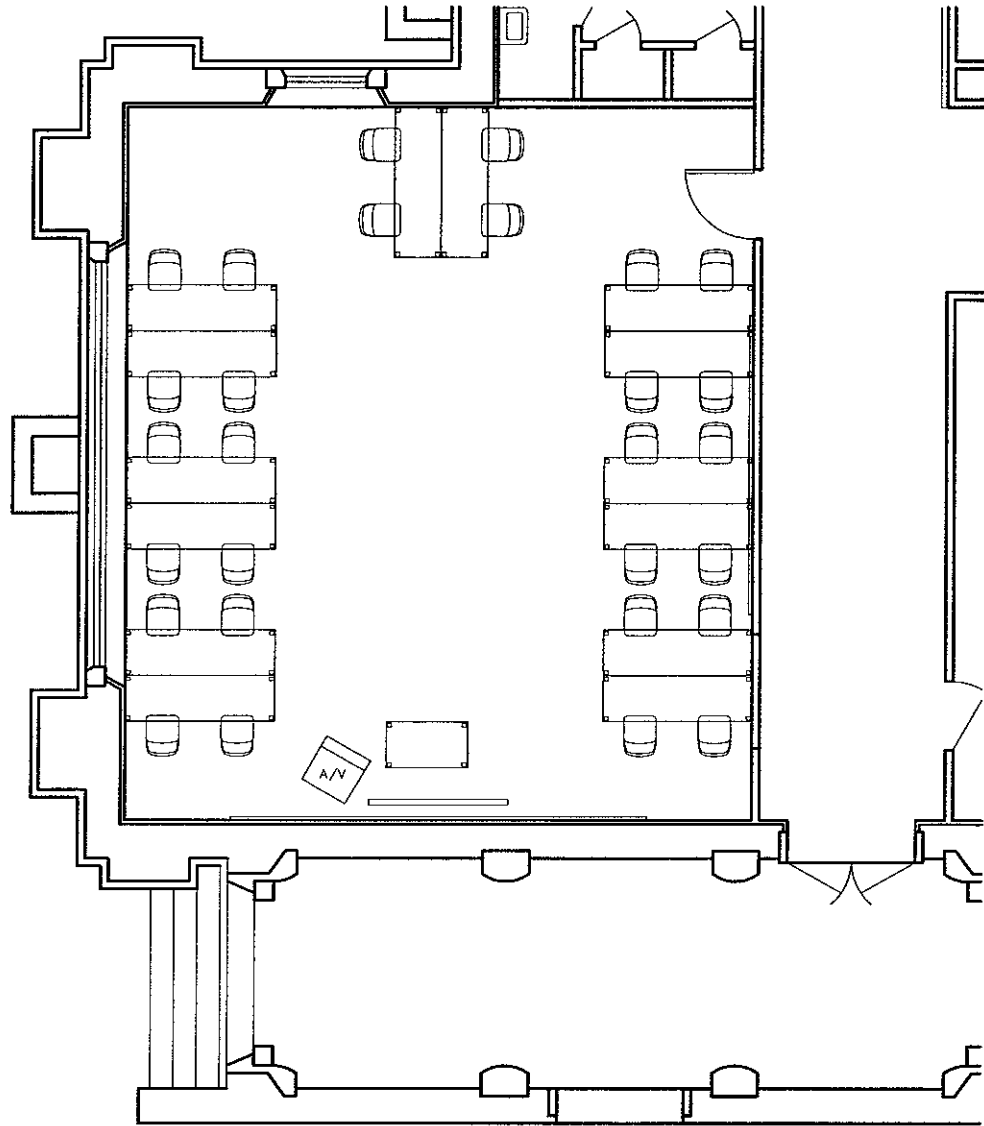
ROOM SIZE= 842 SF  
EXIST CAP= n/a  
NEW CAP= 28  
SF/SEAT= 30

OPT A

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Specialized Layout  
Chemistry Studio Lab**  
File:

Job No: 30414.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing:



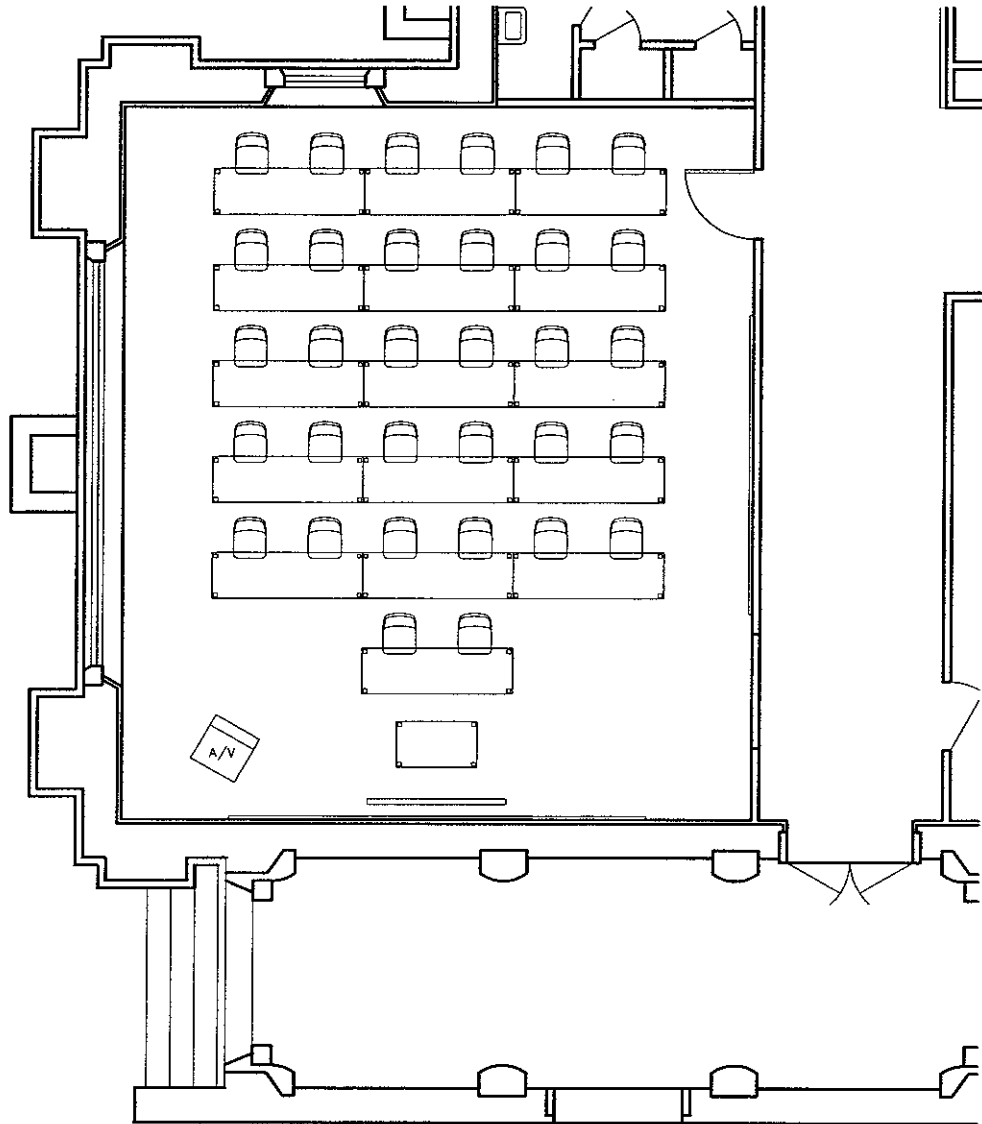
ROOM SIZE= 842 SF  
EXIST CAP= n/a  
NEW CAP= 28  
SF/SEAT= 30

OPT B

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Specialized Layout  
Chemistry Studio Lab**  
File:

Job No: 30414.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing:



ROOM SIZE= 842 SF  
EXIST CAP= n/a  
NEW CAP= 28  
SF/SEAT= 30

OPT C

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**

Title: **Specialized Layout  
Chemistry Studio Lab**

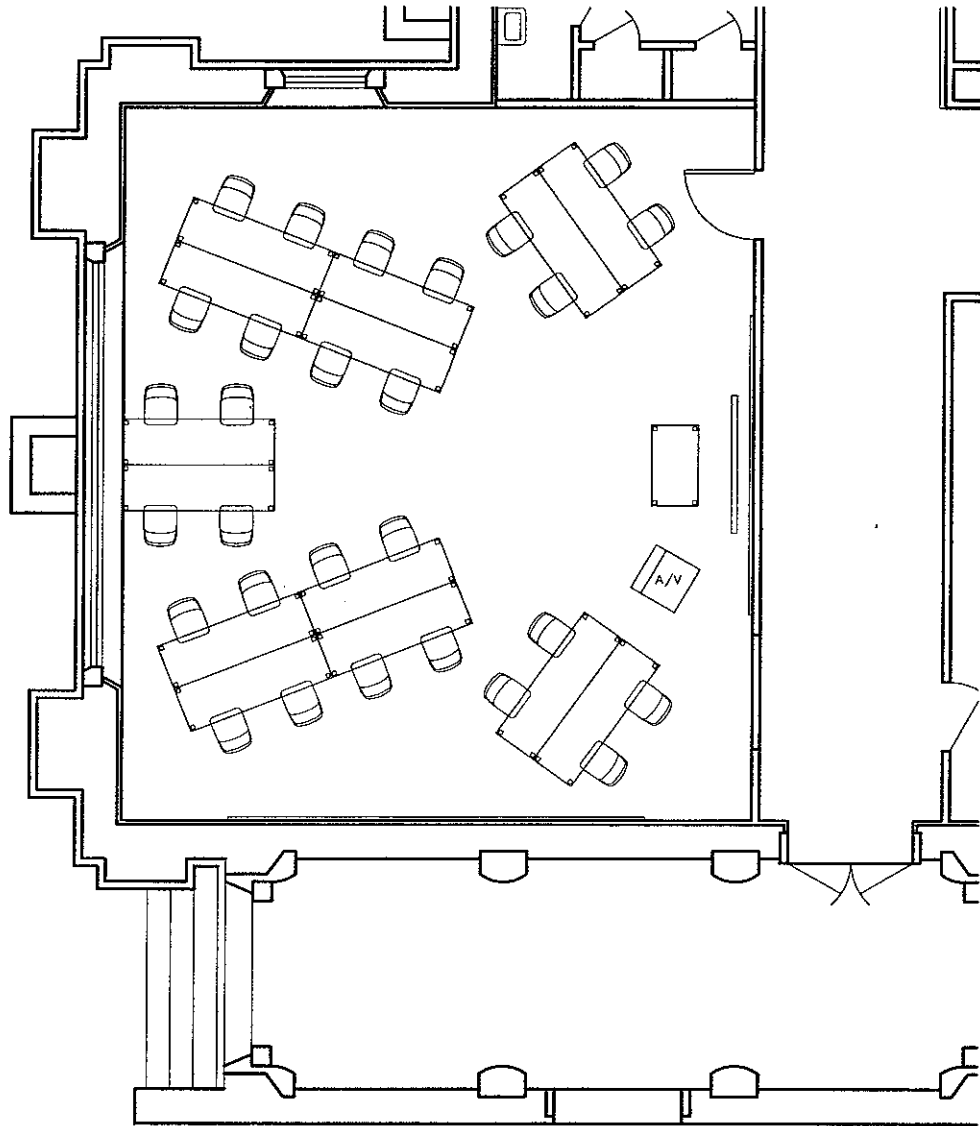
File:

Job No: 30414.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing:



ROOM SIZE= 842 SF  
EXIST CAP= n/a  
NEW CAP= 28  
SF/SEAT= 30

OPT D

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Specialized Layout  
Chemistry Studio Lab**  
File:

Job No: 30414.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing:

21 February 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Physics  
2<sup>nd</sup> Departmental Meeting  
31 January 2005

Attendees:

James White, Chair, Physics  
Shubho Banerjee, Physics  
Ann M. Viano, Physics  
Carol Ekstrom, Physics and Geology  
Chuck Stinemetz, Chair, Biology and Project Shepard  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:
  - Geology Teaching Lab – should be included in departmental program and located on First Floor of Frazier-Jelke. Current location for Geographic Information Systems (GIS) works well for access from various affiliated departments. Dr. Ekstrom's office should remain located in this area as well.
  - Department Admin Office – includes space for work/ study students, student supply office and file storage.
  - Fabrication Shops – in first floor of Frazier-Jelke are not shared by other departments but occasionally assists Physical Plant with miscellaneous fabrication needs.
  - Conference Room – this space does not exist in current departmental space but should be included in program.
  
2. New issues and concerns:
  - Relocation of Library – Department may consider relocation of departmental library currently on third floor of Rhodes tower to Barret Library to free up space for other program needs.
  - Map Library – currently in Dr. Ekstrom's office as this does not fit in GIS lab.
  - Fume Hoods – one fume hood should be located in teaching lab and one in GIS sample prep area in Geology research lab.
  - Observation deck – This space is actively used and should be maintained.
  - Sixth floor – Handicap access and emergency egress are obstacles to fitting out this space, due to no elevator stop and lack of second staircase. Further study is required before this floor may be effectively included in any teaching program.

Dr. Charles Stinemetz  
21 February 2005  
Page 2

- Faculty Research Labs – Space requirements vary according to type of research involved. There was some discussion regarding grouping faculty offices with each other or adjacent to research labs. A survey of research lab use of those present is as follows:
  - i. White – space for three students
  - ii. Banerjee – space for one student and discussion area with whiteboard
  - iii. Viano – benches with sinks (with hot water), computer area, three floor-mounted pieces of equipment (Hoffmeister has similar requirements)
  - iv. Ekstrom – sample prep, fossil collection storage and display, sink, field equipment.
  - v. Growth Faculty – most likely experimentalist, requiring larger type of research space.
  
- 3. Classroom Selection:
  - Department has requested five 20p-classrooms and three 40p classrooms.
  
- 4. Program Spaces (*new spaces italicized*)
  - Faculty Offices (6)
  - Dept Administrative Office
    - i. Secretary
    - ii. Student Supply Office
    - iii. Work/ Study Area
    - iv. File Storage
  - Faculty Lounge
  - *Conference Room*
  - Teaching Labs
    - i. Intro Courses (3) – include storage for demonstration equipment
    - ii. *Upper Level (4)*
    - iii. GIS Lab
  - Research Labs (6)
  - Student Research Space
  - Shops
    - i. General
    - ii. Materials Fabrication
    - iii. Material Storage
  - Physics Resource Center
  - Physics Library
  - Entrance Foyer
  - Classroom Types
    - i. Large Classroom (40p) (3)
    - ii. Small Classroom (20p) (5)
    - iii. Computer Classroom (in Barret Library)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

21 February 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Modern Languages and Literature  
3<sup>rd</sup> Departmental Meeting  
31 January 2005

Attendees:

Michelle Mattson, Chair, Mod Languages and Literature (MLL)  
Valerie Nollan, MLL  
Jim Vest, MLL  
Eric Henager, MLL  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Overall planning options – Michele expressed some concern about what options would be considered for potential relocation of MLL Dept., based on recent conversations with school officials. Michael and Chuck stated that the planning process would consider relocation of MLL to Palmer and/or expansion within Buckman, and other options as may arise. Michael stated that it was a clear goal of the study to locate all of MLL under one roof and in close proximity.
2. Teaching Methodologies – Jim Vest expressed concerns over the design/consultation process to date regarding lack of consideration of some key issues, such as teaching methodologies incorporating decentralized, hands-on interaction. Jim also presented alternate classroom concepts utilizing individual seats to create circular student arrangements with instructor and/or students in center for highly interactive style of teaching. Handouts include “Educational design priorities for a small liberal-arts college” and “Fishbowl and Symposium.” EAI noted that overall classroom plan should accommodate these concepts and layout options.
  - See also later email from Jim Vest to Chuck Stinemetz regarding planning process, working assumptions and need for truly flexible classrooms, and EAI’s response.

*Given recent questions raised by MLL on overall planning process, and on specific classroom layout preferences, all of these issues should be raised for full discussion at the next classroom planning/departmental meeting on campus.*



Dr. Charles Stinemetz  
21 February 2005  
Page 2

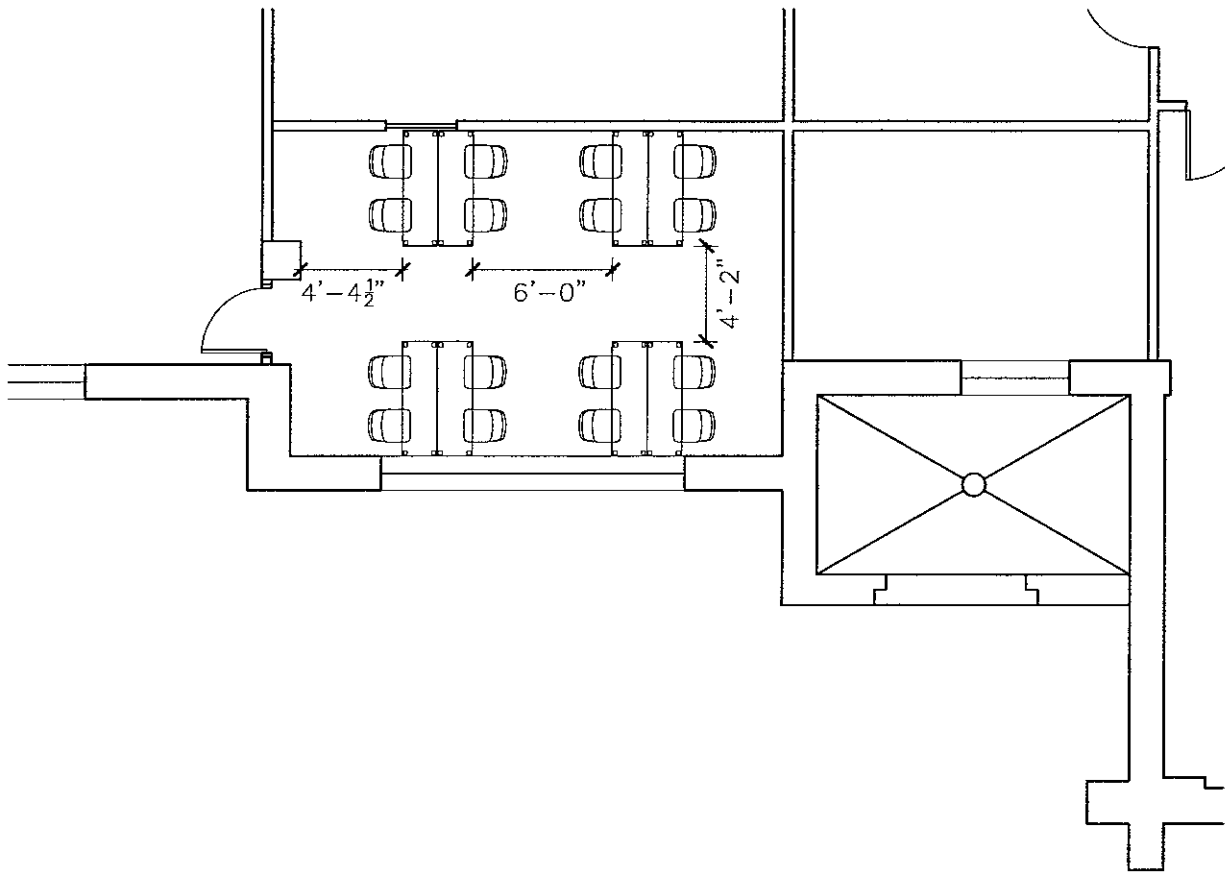
3. Classroom selection:
  - Flexible furniture, in the form of moveable tables, chairs on casters, etc. must be durable to withstand constant rearrangement and multiple types of use.
  - Preferred Classroom Layout: **B205c2** was favored over B205c1 (see attached sketch).
  
4. Program Spaces (*new spaces italicized*)
  - Faculty Offices - 17 offices plus 2 offices for 5 part-time faculty = 19 offices total
  - Dept Administrative Office
    - i. Secretarial
    - ii. Work/study area
  - *Student Commons*
  - Language Learning and Resource Center (LLRC)
    - i. Media Carrels (16)
    - ii. Film Editing Room (confirm program requirements)
  - Classroom Types
    - i. Lower level: 16p – 20p (max 25p) highly flexible layout, semi-smart (*further discussion required with department*).
    - ii. Upper level: 10-15p flexible layout, semi-smart

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days..

Sincerely,

Matthew Ali  
Project Manager

enclosures



ROOM SIZE= 301 SF  
EXIST CAP= 15  
NEW CAP= 16  
SF/SEAT= 19

OPT C2

Ellenzweig Associates, Inc.  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study  
Title: Classroom Layout  
Buckman 205  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 21 Feb 05  
Drawing: B205c2

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Economics and Business Administration  
3<sup>rd</sup> Departmental Meeting  
31 January 2005

Attendees:

Pam Church, Chair, Economics/ Business Admin  
Daniel Arce, Economics/ Business Admin  
Nick McKinney, Economics/ Business Admin  
John Planchon, Economics/ Business Admin  
Debbie Pittman, Economics/ Business Admin  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Larry Hamlett, International Studies and Planning Committee  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee  
Earlier Attendees

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:

- Medium lecture hall enrollment maximum is 35 students.

2. New issues and concerns:

- Computer Lab (Room 216) – This room is used by department for teaching, exams and is open to student use. A space of this type should be kept in Buckman for use by the department. There was further discussion regarding laptop and wireless vs. desktop equipment with no conclusions at this meeting.
- Departmental Assistant – Provide a secure area to maintain privacy when dealing with phone calls and letters. This would also help cut down on noise to other departmental areas, such as offices.

3. Classroom selection:

- Case study classroom will be eliminated from program.
- Large lecture of max 60p is used approximately 12 times per semester.
- **B212a** is adequate for lectures. Both 212 and 214 could be renovated this way.
- **B207b** is favored for static furniture arrangement. **B207c** (with option for breakout, like **B207d**) is favored among those faculty looking for seminar style layout with possibility of

Dr. Charles Stinemetz  
4 March 2005  
Page 2

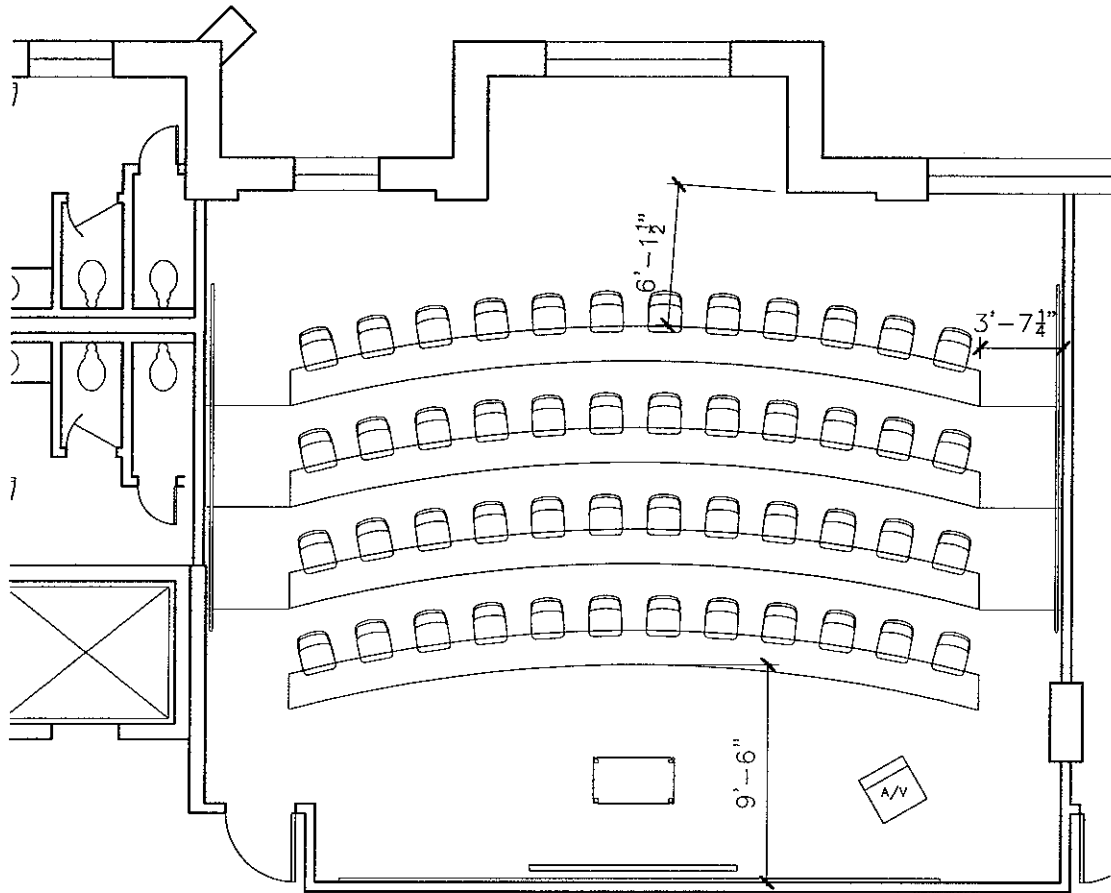
break out sessions during class. Both are possible with flexible furniture systems, assuming protocol on furniture organization is established and agreed upon.

4. Program Spaces (*new spaces italicized*)
- Faculty Offices (14)
  - Dept Administrative Area
    - i. Secretarial Office
    - ii. *Work/study stations and Copy/Coffee area*
    - iii. Storage Closet
  - *Student Lounge/Gathering Space*
  - *Group Study Rooms (2)*
  - Classroom Types
    - i. Large Lecture (60p)
    - ii. Medium Lecture (40p)
    - iii. Case Study Room(25p)
    - iv. Flexible classroom (25p)
    - v. Seminar (20p)
    - vi. Computer lab 24p

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



ROOM SIZE= 1160 SF  
EXIST CAP= 30  
NEW CAP= 48  
SF/SEAT= 24

OPT A

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 212

File:

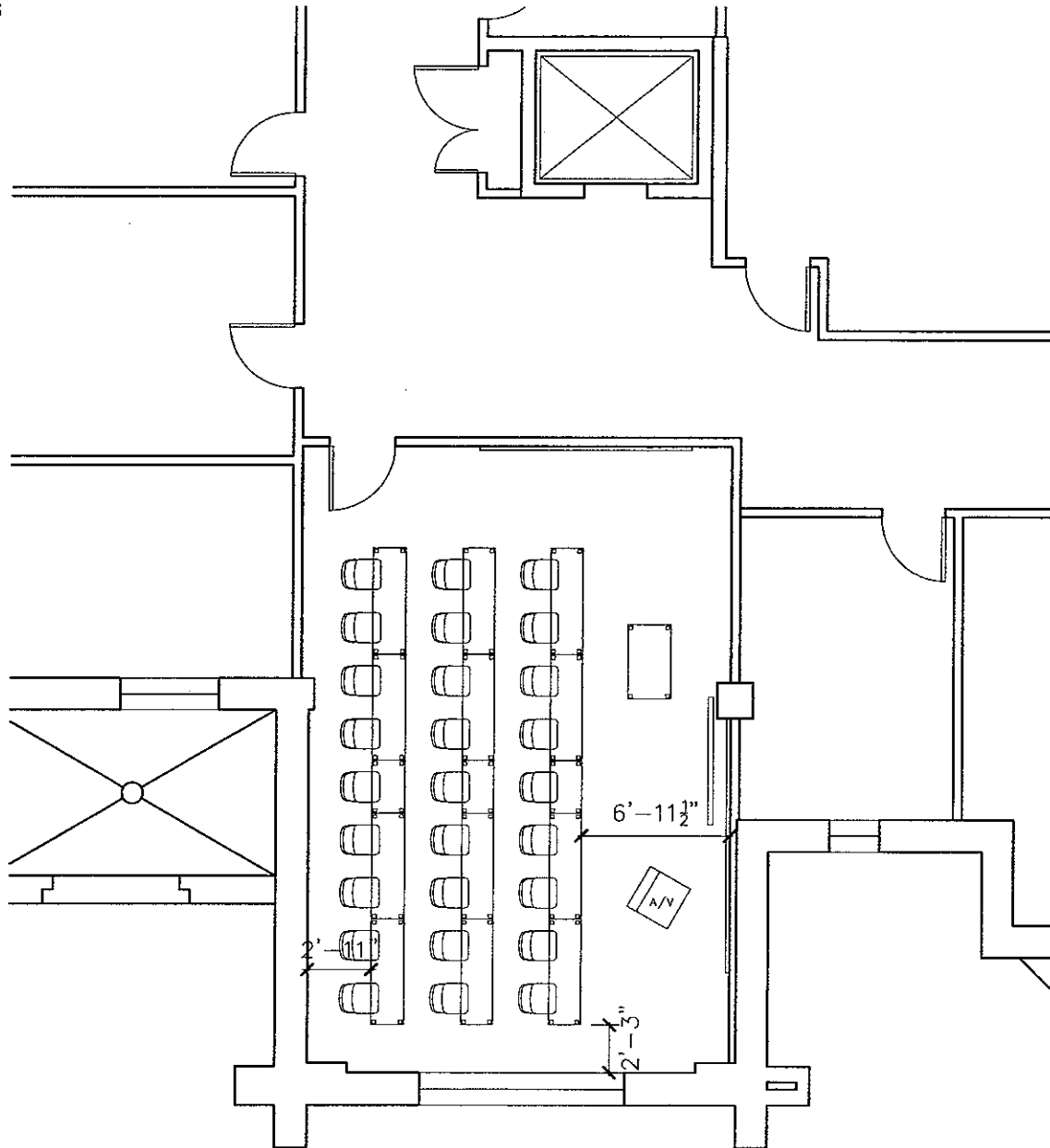
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Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B212a

\$eai\_time\$



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 27  
SF/SEAT= 22

OPT B

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 207

File:

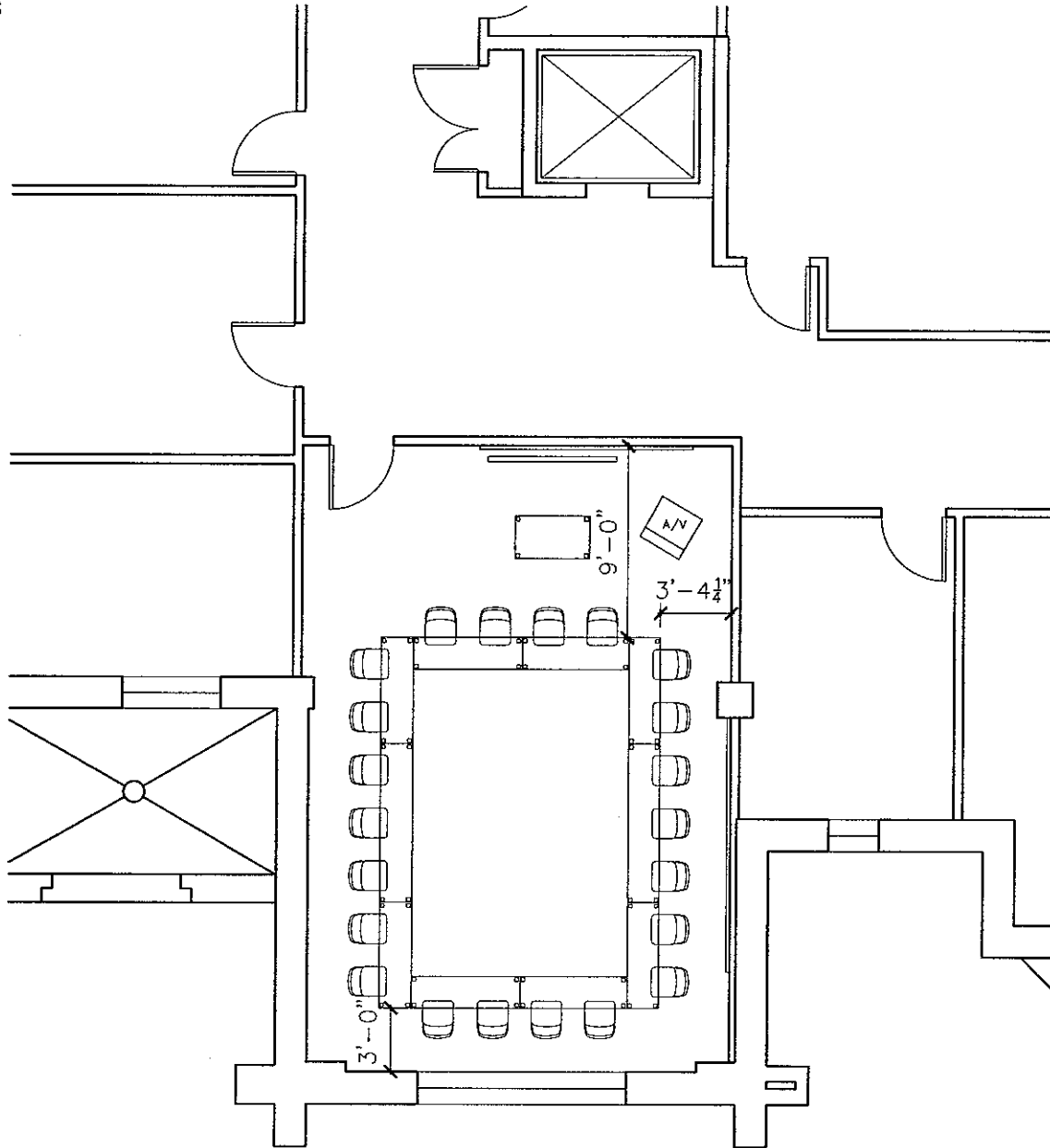
Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing B207b

\$eai\_time\$



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 22  
SF/SEAT= 26

OPT C

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 207

File:

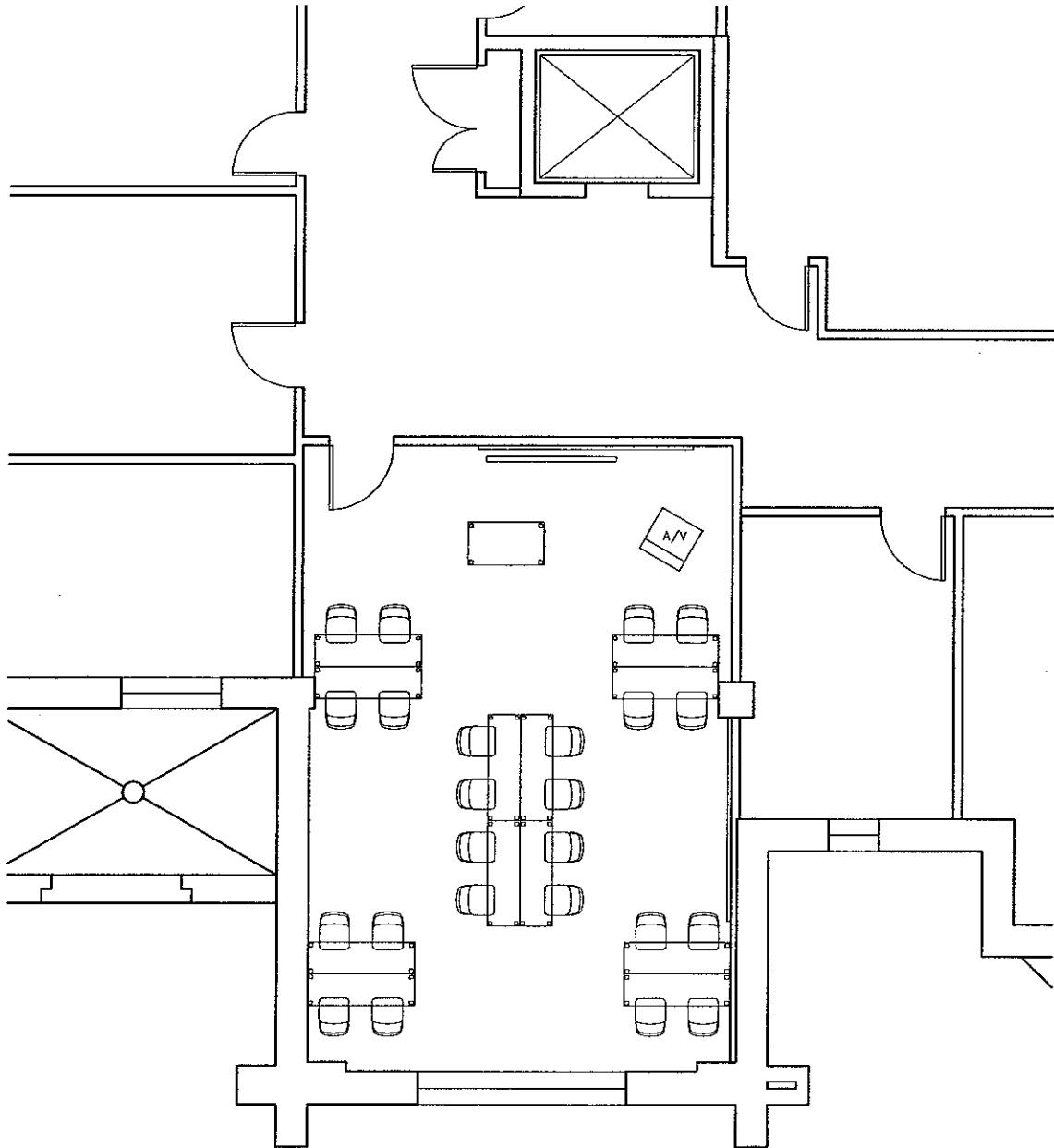
Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B207c

\$eai\_time\$



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 24  
SF/SEAT= 24

OPT D

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 207

File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B207d



Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Search Interdisciplinary Group  
2<sup>nd</sup> Meeting  
1 February 2005

Attendees:

Joe Favazza, Religious Studies and Director, Search  
Bernadette McNary-Zak, Religious Studies and Search  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

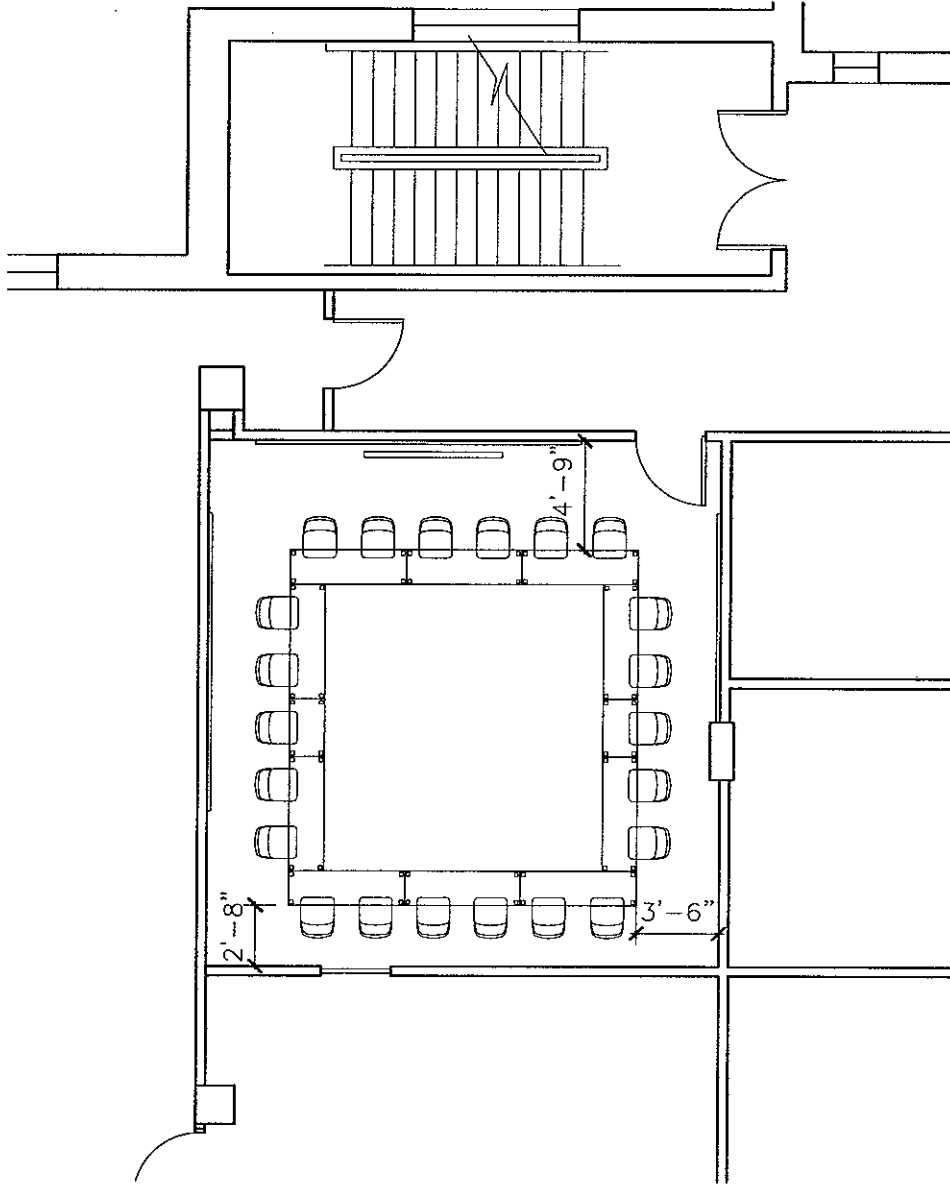
The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:
  - First Semester course capped at 15p in new curricular organization. Second Semester and Second year courses designed for 18p-20p. It was generally agreed that classrooms designed for Search should accommodate 20.
2. New issues and concerns:
  - Decision to create separate departmental space resides with College Administration. Refer to Dean Llewellyn for timeline on this issue.
3. Classroom selection:
  - Classes are organized into circle ("square donut") or "U" shape to allow students to see each other in highly interactive classes.
  - Student materials are limited to reading guide, pen and paper.
  - Preference expressed for tables over tablet arm chairs.
  - Preferred Classroom Layouts: **B204b**
4. Program Spaces (*new spaces italicized*)
  - Dept Administrative Office (shared)
  - Classroom Types
    - i. Seminar (20p) (B204b)
    - ii. Large Lecture (160p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



ROOM SIZE= 503 SF  
EXIST CAP= 22  
NEW CAP= 22  
SF/SEAT= 23

OPT B

Ellenzweig Associates, Inc.  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study  
Title: Classroom Layout  
Buckman 204  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: B204b

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of History  
2<sup>nd</sup> Departmental Meeting  
1 February 2005

Attendees:

Lynn Zastoupil, Chair, History  
Dwain Pruitt, History  
Gail Murray, History  
Hailey Hopper, History Major  
Tonya Mosley, History Staff  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes
  - Overhead transparencies are also used for presenting maps since not all rooms have digital projectors. Faculty cannot depend solely on digital files for graphic presentations.
  - Faculty requested kitchen area separate from faculty commons, as meetings are often interrupted by use of galley area. Program is listing a separate student/ instructor conference room, which would free up the faculty commons for interaction and meetings among faculty.
2. New issues and concerns:
  - Department Admin – office should have a desk with room for a computer for the work/ study student.
  - Comments from faculty members unable to attend meeting included: preferences for offices on separate floor from classrooms, larger offices with windows, and comments regarding restroom design.
3. Classroom Selection
  - Entry door to room should be a back or side of room.
  - Hailey Hopper confirmed students' dislike of tablet arm chairs, as well as swing chairs in Buckman 108 and 110.
  - Preferred Classroom Layout: **B207e, B330** with boat-shaped table, **P205b and P207b**

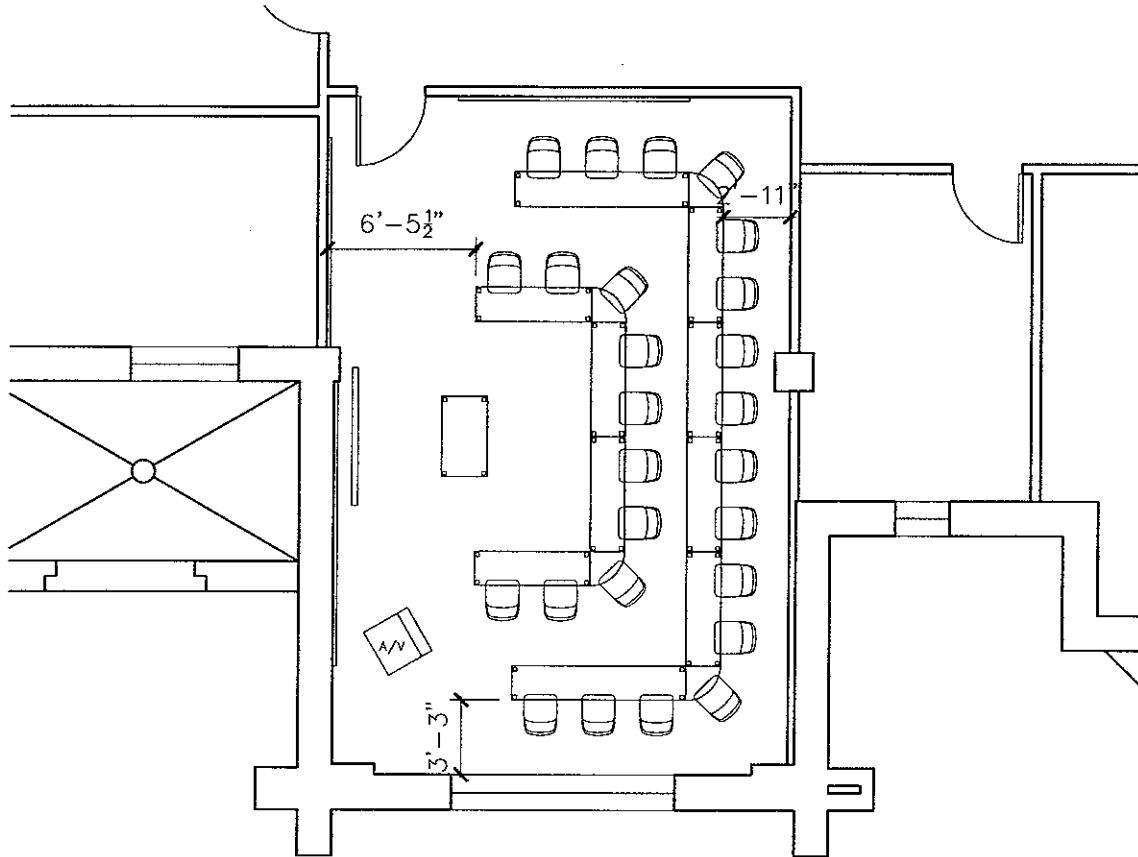
Dr. Charles Stinemetz  
4 March 2005  
Page 2

4. EAI will draw more rectangular or "U" shaped layouts in Clough.
5. Program Spaces (*new spaces italicized*)
  - Faculty Offices (9)
  - Dept Administrative Office
    - i. Secretarial
    - ii. Work/ study
  - Faculty Commons (shared with other departments)
  - Kitchen area
  - Waiting Areas
  - Student/ Instructor Conference
  - *Student Lounge*
  - Classroom Types
    - i. Seminar (18-20p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 26  
SF/SEAT= 22

OPT E

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 207

File:

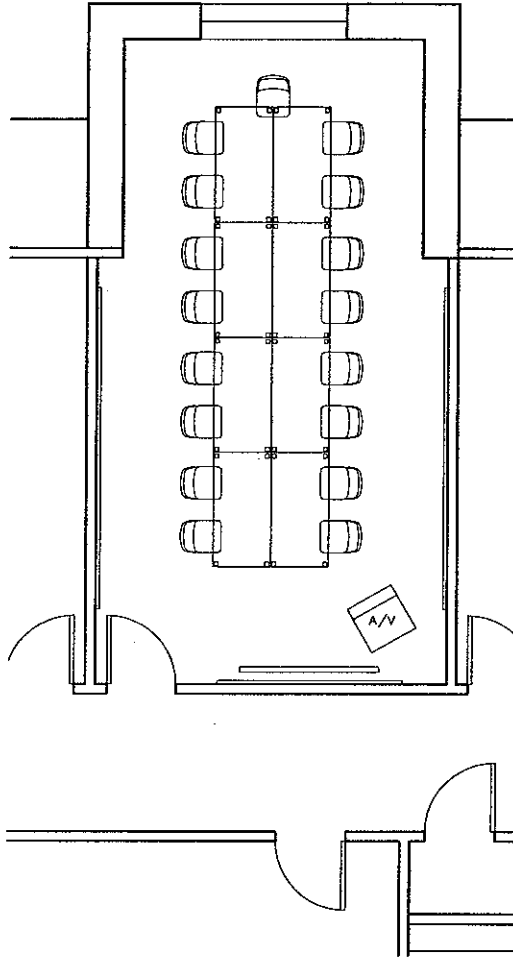
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Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B207e

\$eai\_time\$



ROOM SIZE= 404 SF  
EXIST CAP= 25  
NEW CAP= 17  
SF/SEAT= 24

OPT A

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 330

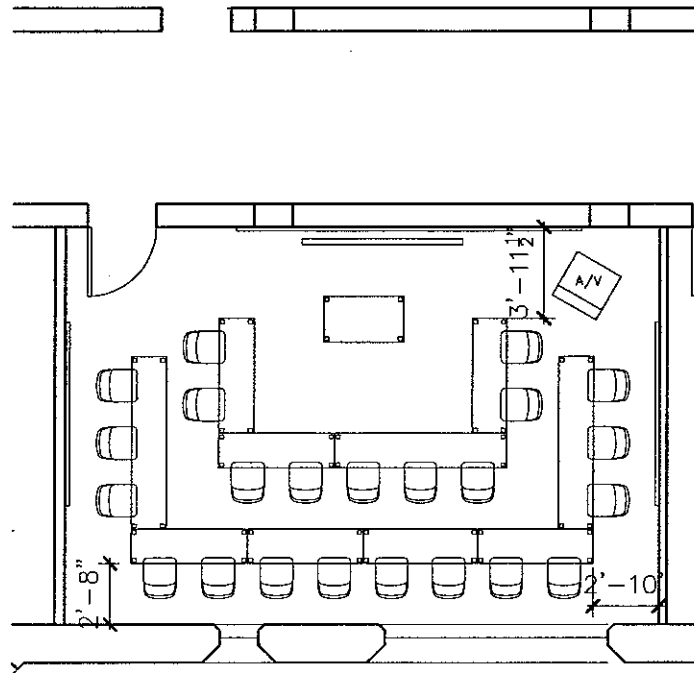
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Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B330a



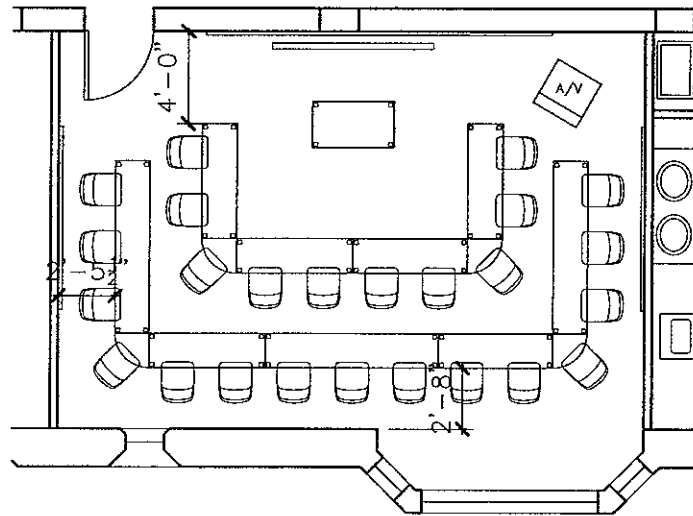
ROOM SIZE= 444 SF  
EXIST CAP= 30  
NEW CAP= 23  
SF/SEAT= 19

OPT B

Ellenzweig Associates, Inc.  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study  
Title: Classroom Layout  
Palmer 205  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: P205b



ROOM SIZE= 468 SF  
EXIST CAP= 30  
NEW CAP= 25  
SF/SEAT= 19

OPT B

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Classroom Layout  
Palmer 207**  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: P207b



Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Political Science  
2<sup>nd</sup> Departmental Meeting  
1 February 2005

Attendees:

Steven Wirls, Chair, Political Science  
Mike Kirby, Political Science  
Dan Cullen, Political Science  
Jean Minmier, Political Science Staff  
Larry Hamlett, Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of meeting minutes:

- Most faculty are comfortable with existing suite arrangement of offices. Noise transmission between offices is a problem, possibly due to the fact that the wall construction is not taken up to the floor structure above.
- Faculty Lounge should replace Student Lounge, with sink and counter. Faculty may meet with students in this space.
- Administration space should include desk in common entry area and separate work/study room with copier and and fax machine. A lockable supply closet should be located off of this space for department materials.

2. New Issues and Concerns

- GIS Lab – Political Science department maintains interdisciplinary initiatives with GIS, and so requires use of computer lab in Buckman. Enrollment for computer use in this room averages 15 students. Also, configuration of GIS lab in Frazier-Jelke is adequate and the location serves the multiple constituencies of this discipline well.

Dr. Charles Stinemetz  
3 March 2005  
Page 2

3. Classroom Selection:

- Some faculty are concerned that reconfigurable classroom furniture creates conflicts between different users, and will require too much effort to realign at the start of each class period.
- Preferred Classroom Layout:
  - i. **B207c and B207e** for 20p+ lecture, in "semi-permanent" table configuration.
  - ii. **B330** for 20p seminar

4. Program Spaces (*new spaces italicized*)

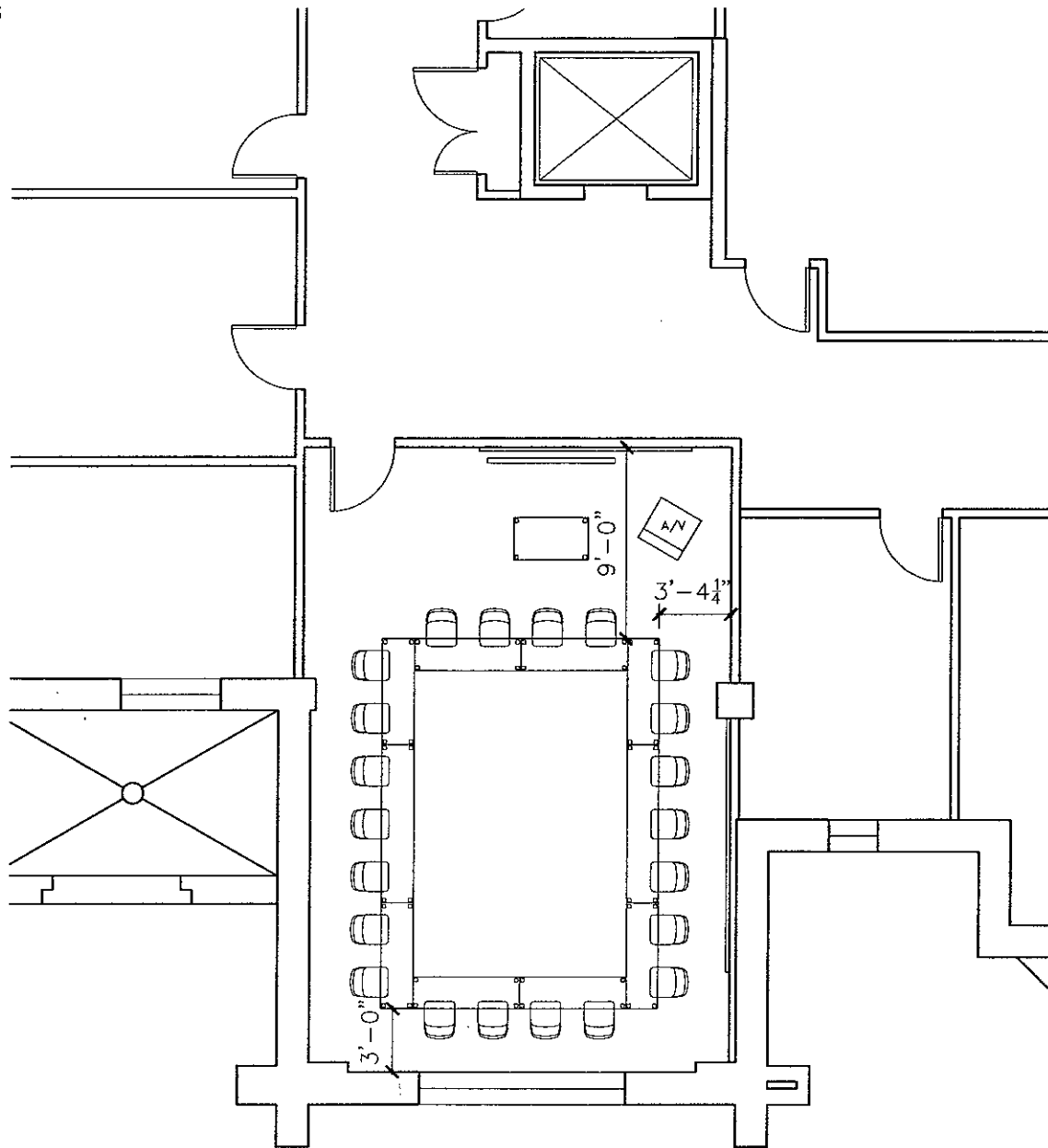
- Faculty Offices- 7 Full time plus one growth plus one adjunct faculty = 9 offices
- Department Secretarial Area
- Work/ study Room
  - i. File storage closet
- *Faculty Lounge*
- Classroom Types
  - i. Seminar 10-20p (B330)
  - ii. Lecture 20-25p (B207c, B207e)
  - iii. *Traditional Seminar*

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

\$eai\_time\$



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 22  
SF/SEAT= 26

OPT C

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 207

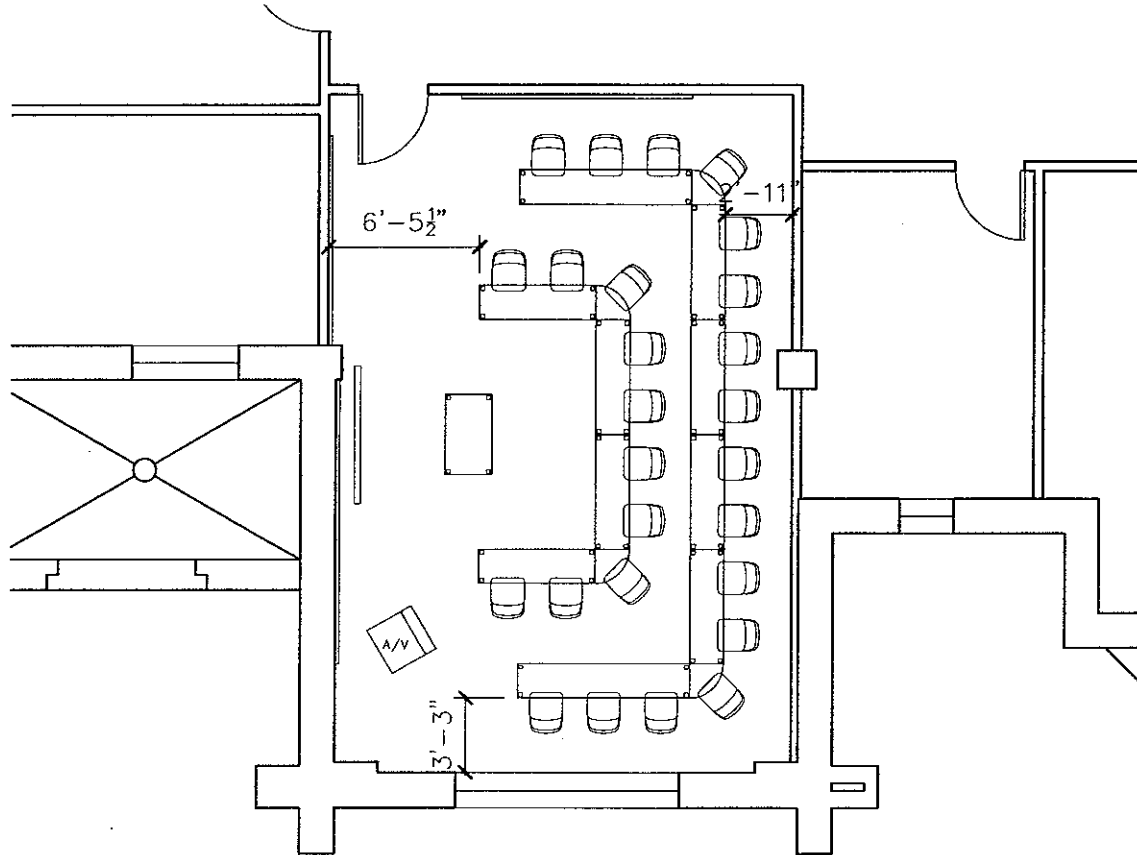
File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B207c



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 26  
SF/SEAT= 22

OPT E

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College**  
**Academic Space Planning Study**

Title: **Classroom Layout**  
**Buckman 207**

File:

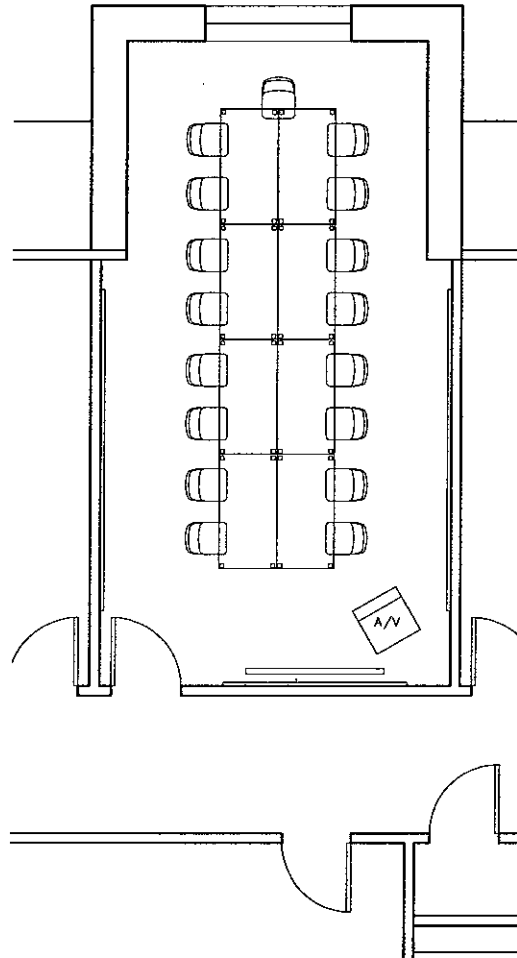
Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: **B207e**

\$eai\_time\$



ROOM SIZE= 404 SF  
EXIST CAP= 25  
NEW CAP= 17  
SF/SEAT= 24

OPT A

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College**  
**Academic Space Planning Study**

Title: **Classroom Layout**  
**Buckman 330**

File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: **B330a**

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Math/ Computer Science Department  
3rd Departmental Meeting  
1 February 2005

Attendees:

Tom Barr, Chair, Math and Computer Science  
Robert England, Math and Computer Science  
Christopher Mouron, Math and Computer Science  
Ivaylo Ilinkin, Math and Computer Science  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. It is agreed that any renovations to Math library space should maintain a significant area of double-height space. The proposed design should be a balance between maximizing new floor area and retaining the original architectural character.
2. EAI will discuss timing of Math library renovations with Planning Committee.
3. Classroom Selection
  - Focus of attention is most always on blackboard- furniture layouts should maintain clear sight lines and maximize chalkboard area.
  - B207e was discussed as a potential option, but sight lines to board are a concern with this layout.
4. Preferred Classroom Layout: **B207b**
5. Program Spaces (*new spaces italicized*)
  - Faculty Offices (7)
  - Dept Administrative Office
  - *Math Lounge*
  - *Math Student Support Center*
  - Computer Science Advanced Lab Lounge (*expanded*)

Dr. Charles Stinemetz  
4 March 2005  
Page 2

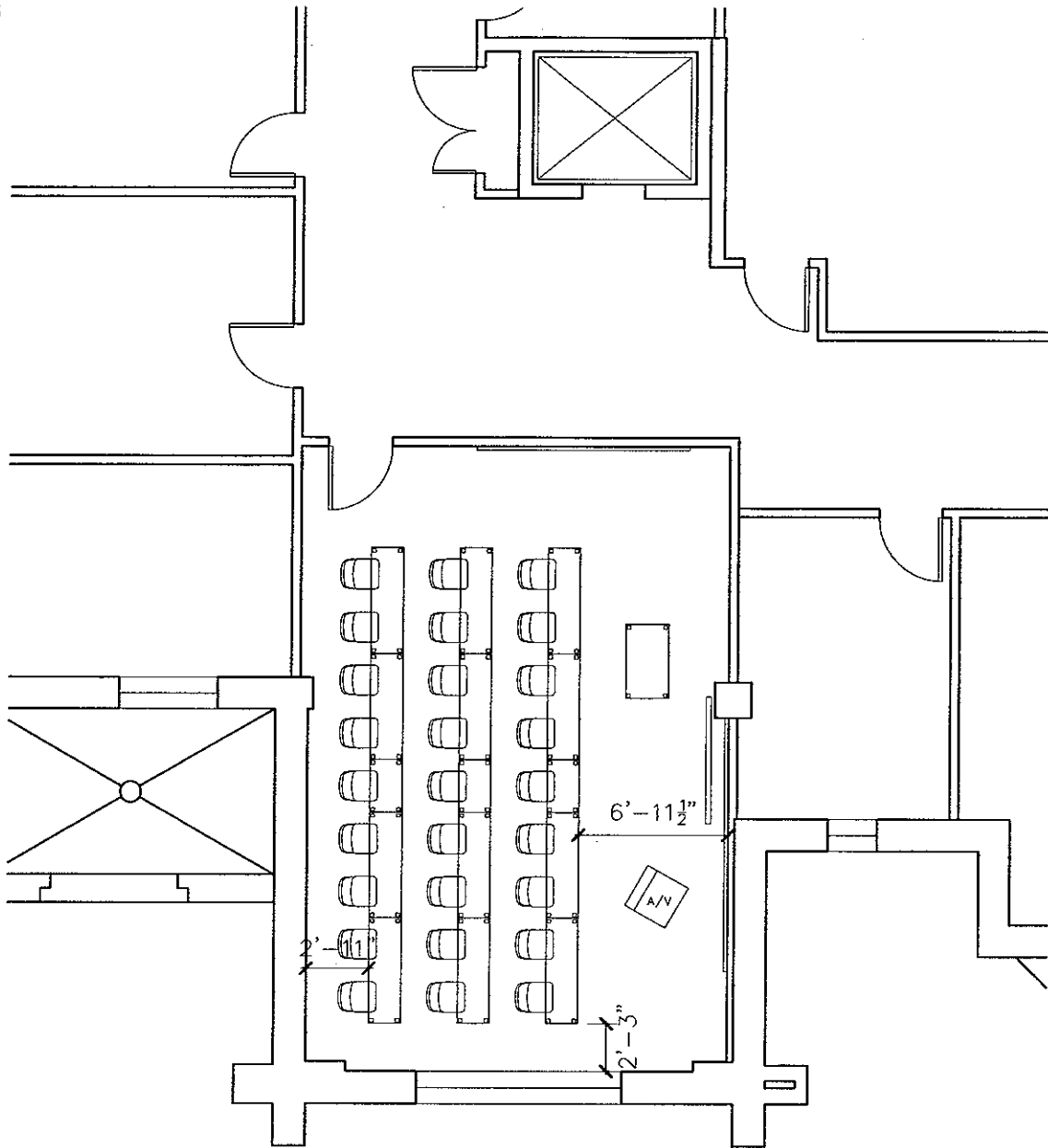
- Classroom Types
  - i. Lower level 35p (20-25p CS, max 40p) lecture style
  - ii. Mid level 10-15p lecture style
  - iii. Upper Level 5-10p (5-6p CS) lecture style, semi-smart

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

\$eai\_time\$



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 27  
SF/SEAT= 22

OPT B

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 207

File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B207b



4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Music  
2<sup>nd</sup> Departmental Meeting  
1 February 2005

Attendees:

Diane Clark, Acting Chair, Music  
Tom Bryant, Music  
Tim Watkins, Music  
Timothy Powell, Music  
David Ramsey, Music  
John Olsen, Assoc. Dean and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:
  - Rehearsal space program requirements should note that choral practice is for 40 voices plus instruments.
  - Percussion is to be included as user group for this space.
  - Music Tech Lab should also include instructor's work station ("Master Station") as well as eight computer stations.
  
2. New issues and concerns:
  - Practice Rooms – Room 210 is currently inactive and may be converted into four practice rooms. See EAI layout of this area enclosed.
  
  - Student Lounge – Students currently use library as informal gathering space. It is important to provide student lounge space to replace the library once it moves to Barret, as student presence in department creates opportunities for recruitment of lower level students into Music major. Two options exist for creating a student lounge on the first floor:
    - i. Convert two practice rooms in center of circular hallway
    - ii. Convert two practice rooms adjacent to back-stage areaSee EAI layout of these two options enclosed.

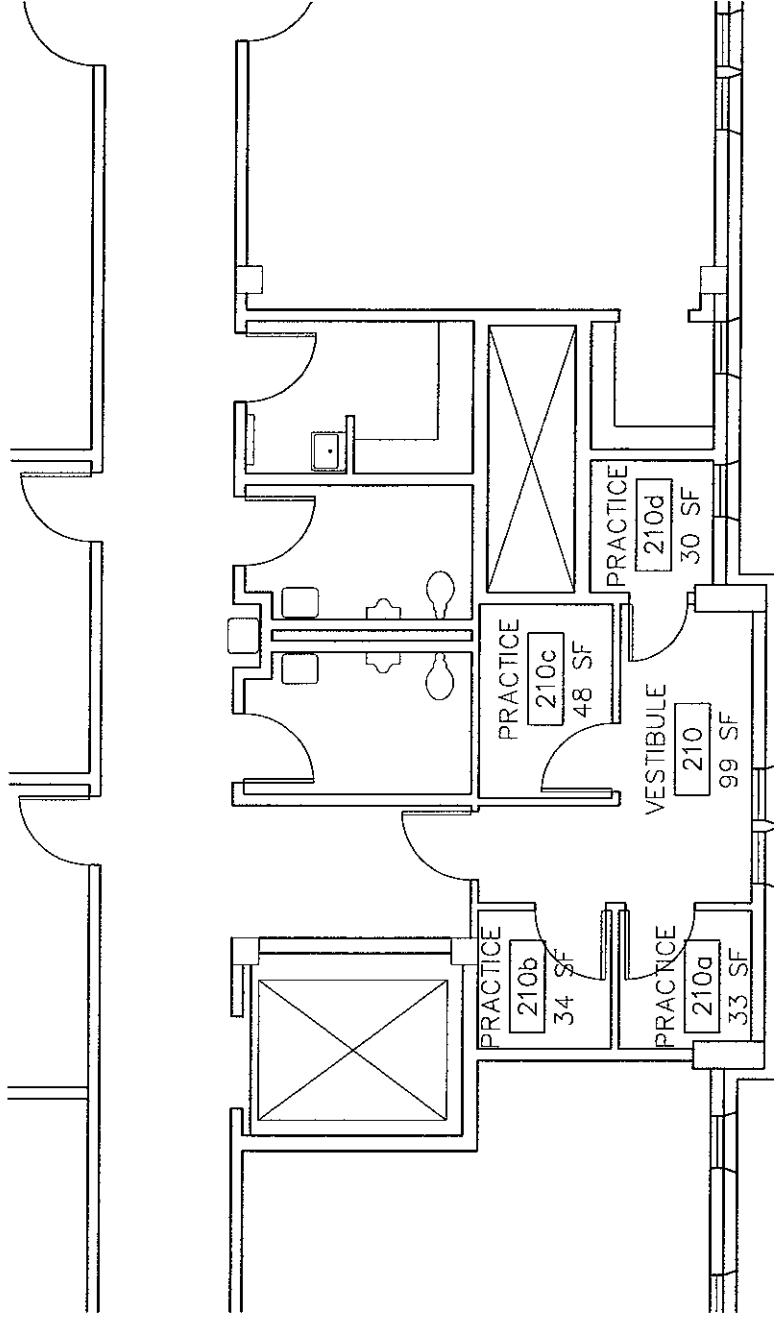
Dr. Charles Stinemetz  
4 March 2005  
Page 2

3. Classroom Selection
  - Existing classroom should provide 29p capacity and be flexible enough to clear out furniture for rehearsals and other uses. Tablet arm chairs may be most efficient way of doing this.
  
4. Program Spaces (*new spaces italicized*)
  - Faculty Offices (11 studio/ offices plus 3 non-studio offices)
  - Dept Administrative Office
    - i. Secretarial
    - ii. Work/ study
  - Faculty Lounge/Green Room
  - *Student Lounge*
  - Practice Rooms (7)
  - Music Tech Lab
  - *Rehearsal Space*
  - Classroom Types
    - i. Classroom (18-20p) 29p max

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



# OPT A

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project:

**Rhodes College  
Academic Space Planning Study**

Title:

**Specialized Layout  
Music Practice Rooms - 2nd Floor - OPT A**

File:

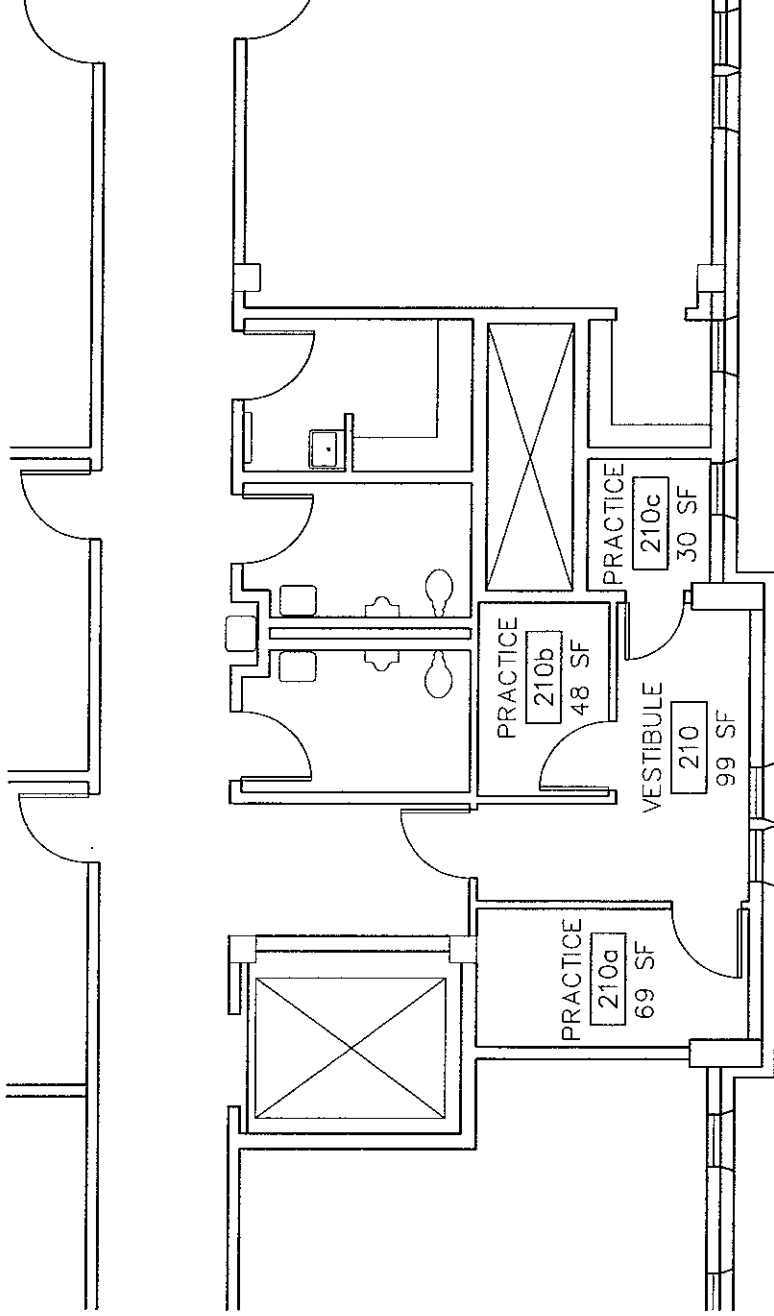
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Job No: 30414.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing:



# OPT B

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project:

**Rhodes College  
Academic Space Planning Study**

Title:

**Specialized Layout  
Music Practice Rooms - 2nd Floor - OPT B**

File:

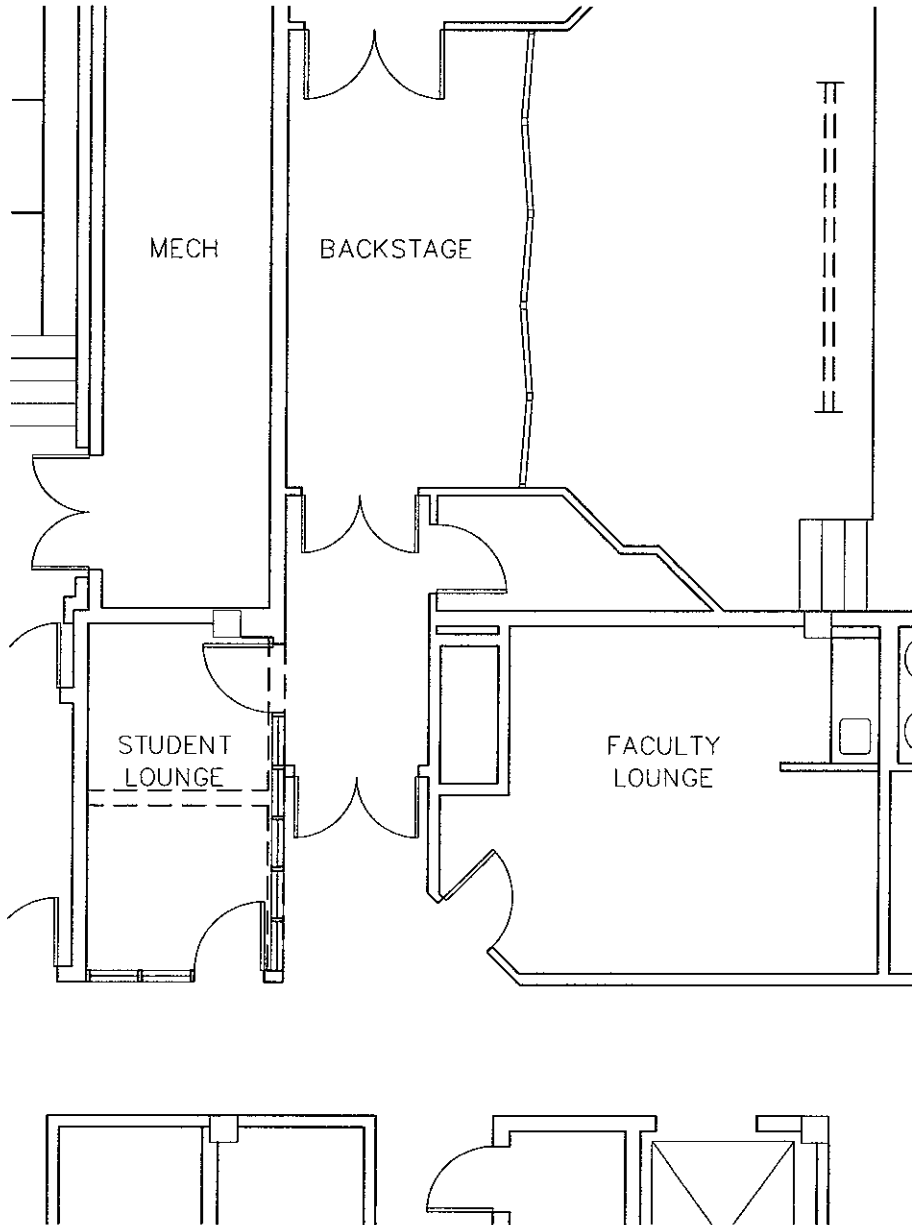
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Job No: 30414.00

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Date: 23 Feb 05

Drawing:

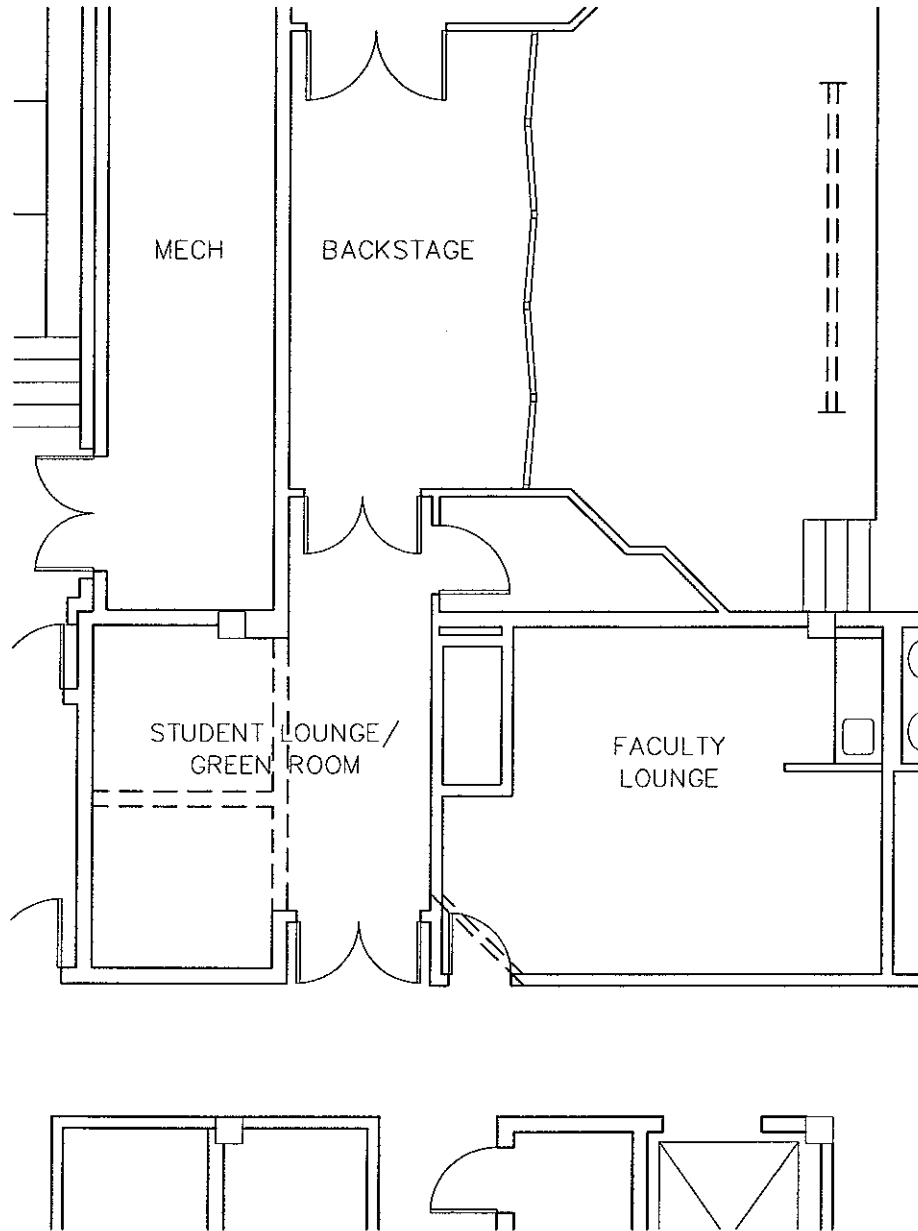


# OPT A

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Specialized Layout  
Music Student Lounge - OPT A**  
File: 414specialized\_music\_student\_lounge\_OPTA

Job No: 30414.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing:



# OPT B

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Specialized Layout  
Music Student Lounge - OPT B**  
File: 414specialized\_music\_student\_lounge\_OPTB

Job No: 30414.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing:

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Religious Studies  
2<sup>nd</sup> Departmental Meeting  
1 February 2005

Attendees:

Mark Muesse, Chair, Religious Studies  
John Kaltner, Religious Studies  
Steve Haynes, Religious Studies  
Matthew Wilson, Religious Studies Major  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Classroom Selection:

- "Square donut" table layout is acceptable (**B207c**), but students do not want to sit at front of circle where instructor typically sits.
- Matthew Wilson confirms student's dislike for tablet arm chairs
- Boat-shaped table is preferred for smaller seminar classes (vs. grouped 2-person tables in donut shape). Classroom layout of **B330** was seen as option for smaller capacity seminar classes (this room would most likely be furnished with the 2-person tables, due to the undesirable permanence of a single large table in this room).
- Preferred Classroom Layout: **B207e, C313b**
- Religious Studies requires approximately 100 p lecture hall for multi-section lectures. FJB is most often used for this purpose. Orgill is sometimes used but Blount Auditorium in Buckman is not acceptable.

2. Program Spaces (*new spaces italicized*)

- Faculty Offices (13)
- Dept Administrative Office
  - i. Secretarial
  - ii. Work Study Spaces

Dr. Charles Stinemetz  
4 March 2005  
Page 2

- iii. Mailboxes
  - *Faculty Lounge/ Common Room*
- Classroom Types
  - i. Small Seminar (B330)
  - ii. Medium Seminar/ Discussion (18-20p) (B207c, B207e)
  - iii. Large Lecture (100p) Occasional use

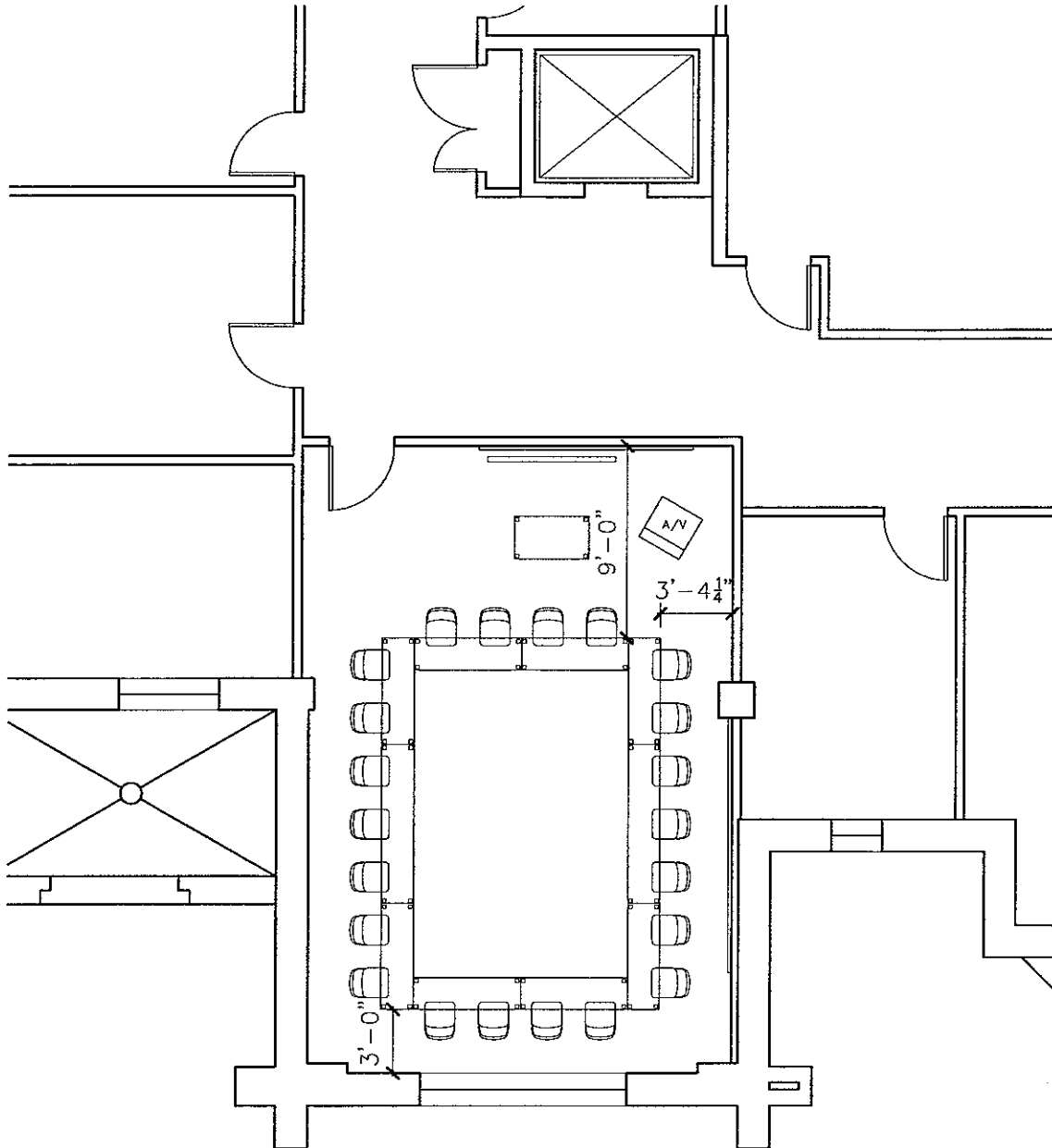
We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



\$eai\_time\$



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 22  
SF/SEAT= 26

OPT C

**Ellenzweig Associates, Inc.**

Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**

Title: **Classroom Layout  
Buckman 207**

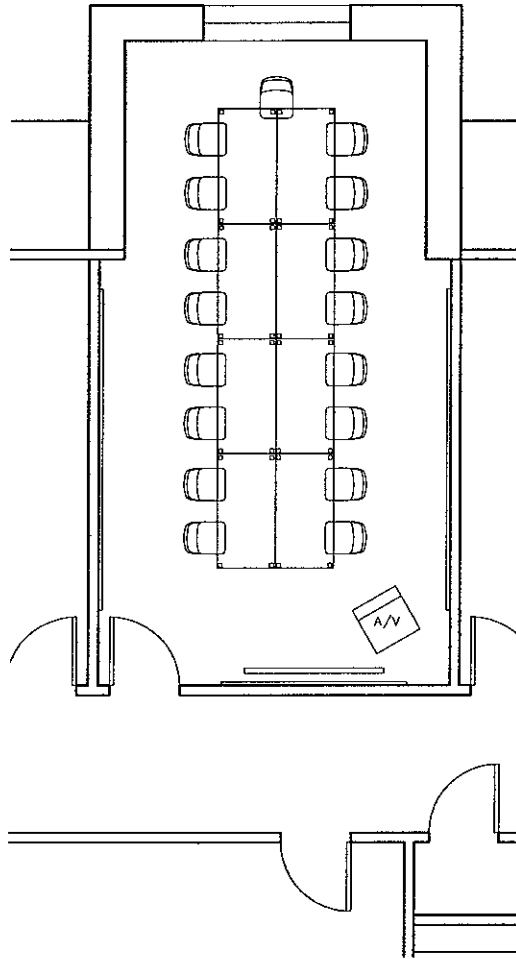
File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: **B207c**



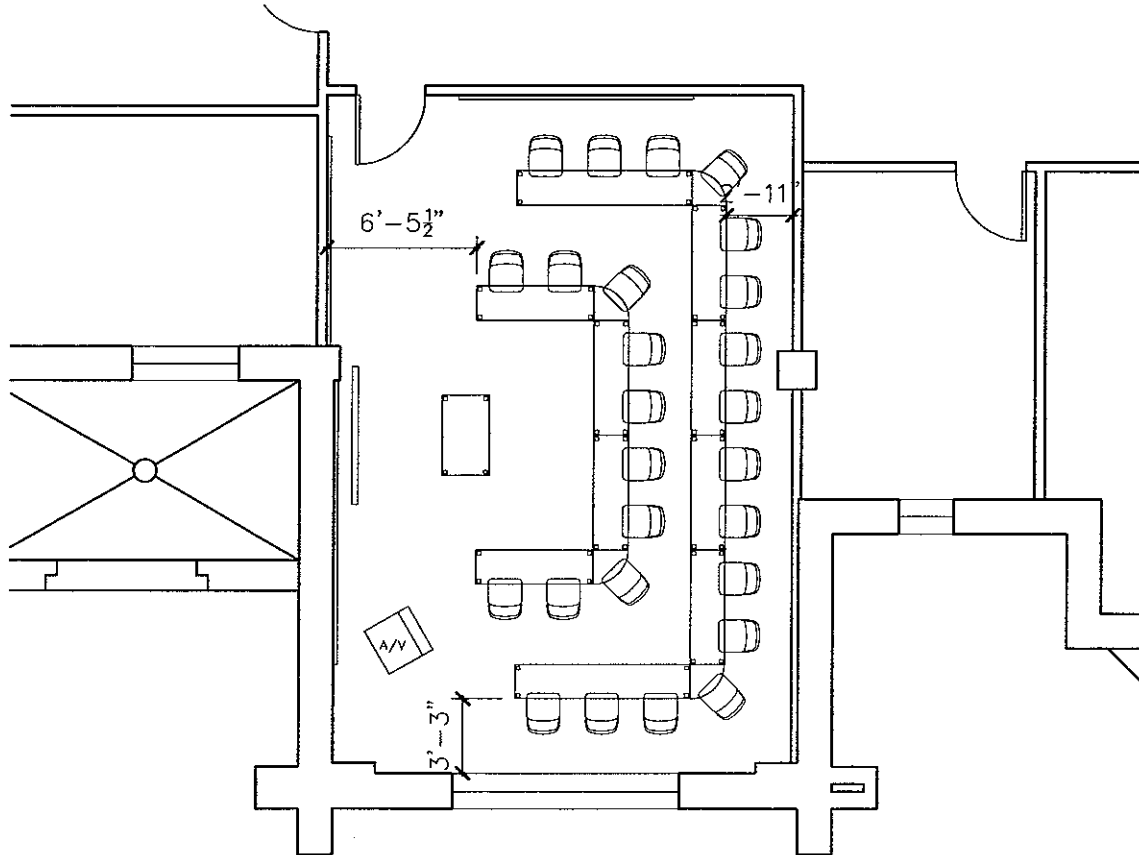
ROOM SIZE= 404 SF  
EXIST CAP= 25  
NEW CAP= 17  
SF/SEAT= 24

OPT A

Ellenzweig Associates, Inc.  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study  
Title: Classroom Layout  
Buckman 330  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: B330a



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 26  
SF/SEAT= 22

OPT E

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 207

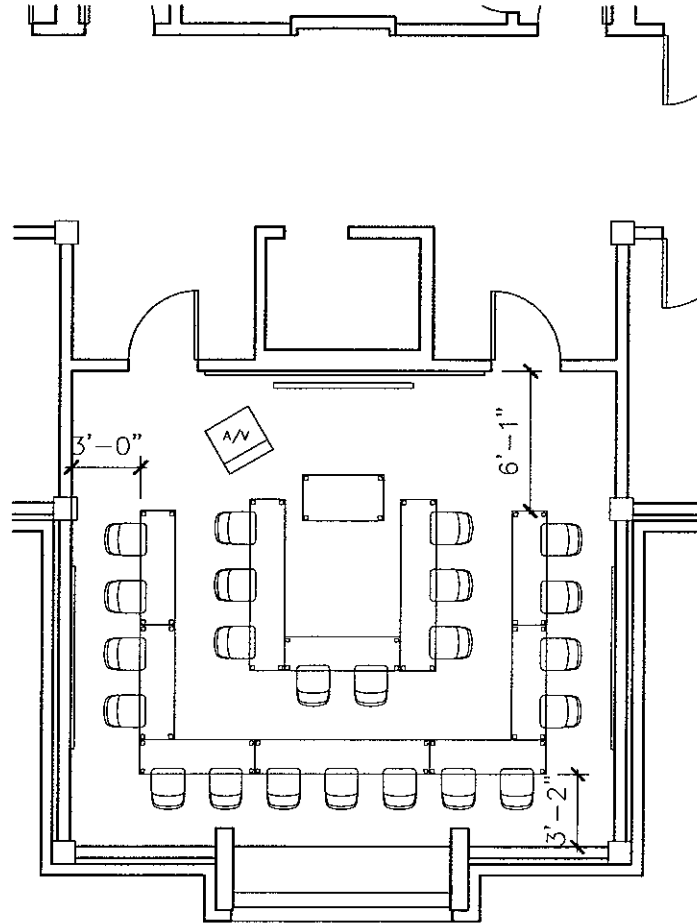
File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B207e



ROOM SIZE= 356 SF  
EXIST CAP= 20  
NEW CAP= 23  
SF/SEAT= 16

OPT B

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Classroom Layout  
Clough 313**  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: **C313b**

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Anthropology and Sociology  
2<sup>nd</sup> Department Meeting  
1 February 2005

Attendees:

Peter Ekstrom, Chair, Anthropology and Sociology  
Carla Shirley, Anthropology and Sociology  
Susan Kus, Anthropology and Sociology  
Tom McGowan, Anthropology and Sociology  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Larry Hammett, International Studies and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous minutes

- Archeology Teaching Lab – This lab space should have a capacity of 18p, and have dry area, wet area with sink, and storage shelving for artifacts. This space would be shared with Religious Studies, Greek and Roman Studies, Physics and Art History.
- Faculty Lounge – include space for 8p table.
- Student workroom/ Lounge – include work/study spaces for one or two students. Include Urban Studies work/ study in this room as well.

2. Classroom Selection

- Larger class sizes (35p) of Tom McGowan's course introduce more lower level College students to department and aids in recruiting majors. Due to space limitations in Clough, large class sizes may be held in other buildings.
- Preferred Classroom Layouts
  - i. Seminar Room: **C100a**, but need to hit 15p capacity
  - ii. Discussion Classroom: **C102c** with larger footprint (include AV room), or **C102a**
  - iii. Lecture Classroom: **C102a** or other buildings

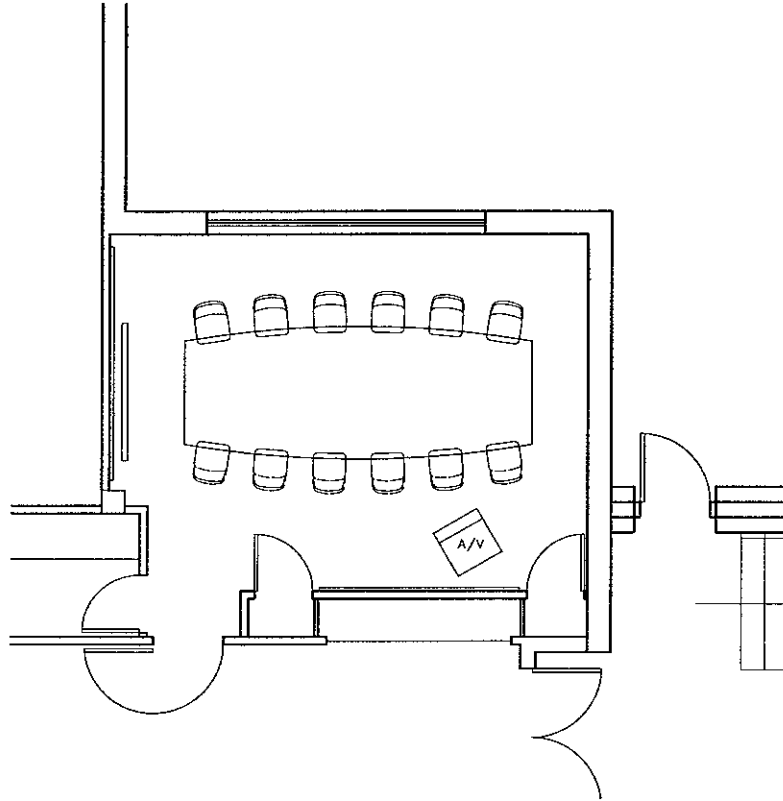
Dr. Charles Stinemetz  
4 March 2005  
Page 2

3. Program Spaces (*new spaces italicized*)
- Faculty Offices (4)
  - *Dept Administrative Office*
    - i. Secretarial
    - ii. Inter-disciplinary studies administration
  - *Faculty Lounge*
  - *Archeology Lab with storage*
  - *Student Workroom/ Lounge*
  - *Field Storage*
  - Classroom Types
    - i. Seminar (15p)
    - ii. Classroom (15p-25p) Moveable desks and chairs
    - iii. Lecture (25p-35p) Moveable desks and chairs

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



ROOM SIZE= 322 SF  
EXIST CAP= 20  
NEW CAP= 12  
SF/SEAT= 27

OPT A

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College**  
**Academic Space Planning Study**

Title: **Classroom Layout**  
**Clough 100**

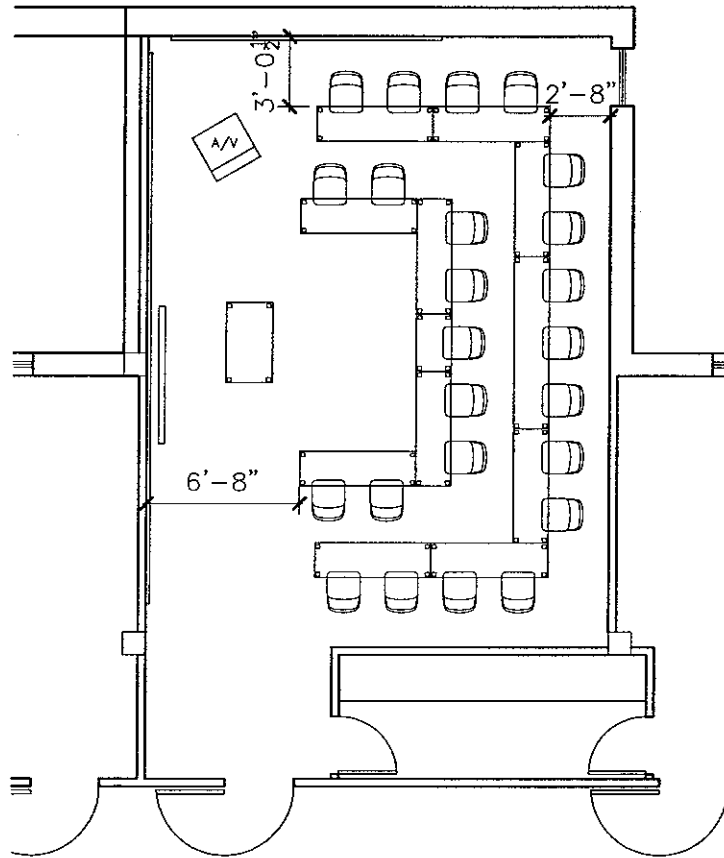
File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: **C100a**



ROOM SIZE= 577 SF  
EXIST CAP= 45  
NEW CAP= 24  
SF/SEAT= 24

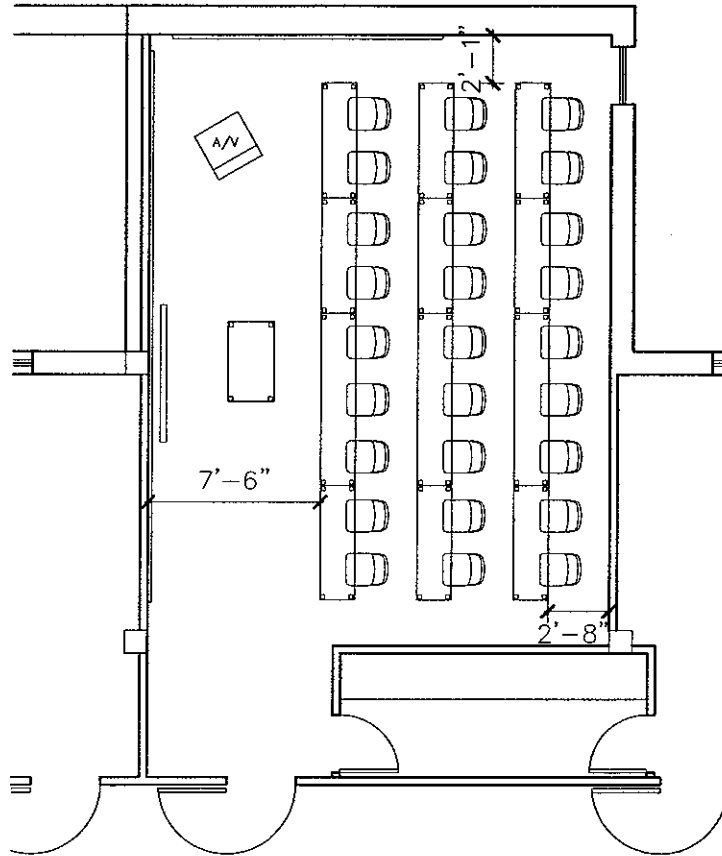
OPT C

Ellenzweig Associates, Inc.  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study  
Title: Classroom Layout  
Clough 102  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: C102c





ROOM SIZE= 577 SF  
EXIST CAP= 45  
NEW CAP= 27  
SF/SEAT= 21

OPT A

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Clough 102

File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: C102a

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Theatre  
2<sup>nd</sup> Departmental Meeting  
2 February 2005

Attendees:

Julia "Cookie" Ewing, Chair, Dept of Theatre  
Laura Canon, Theatre  
David Jilg, Theatre  
Erin McGhee, Theatre Major  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)  
Matthew Ali- EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting:

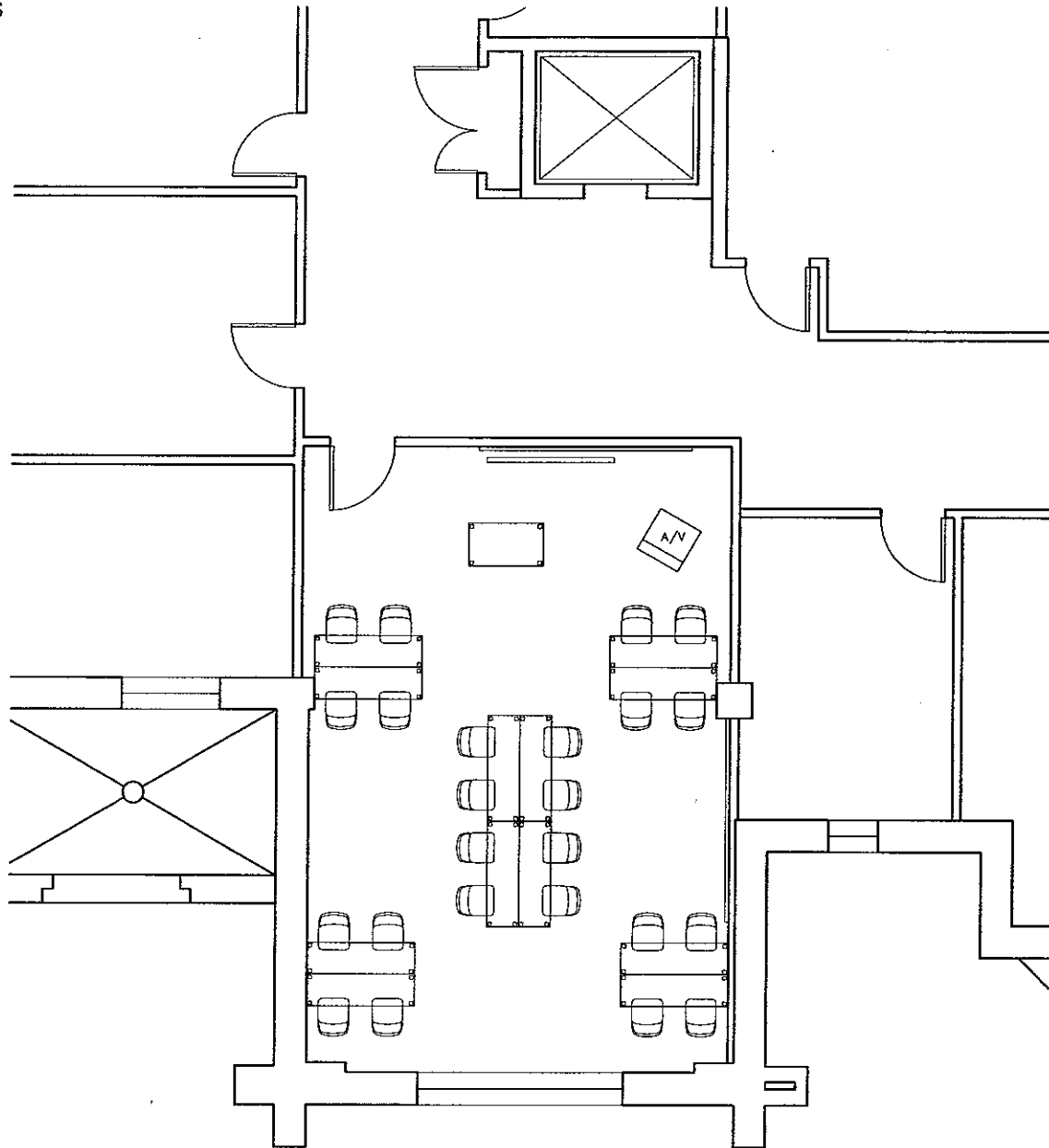
1. Department will review architect's design proposal for McCoy expansion. EAI received copy of plans for informational purposes. Michael Lauber suggested department should test fit classroom layouts in expansion classroom.
2. Classroom Selection
  - All acting classes to take place in McCoy expansion. Theory and History may be held in other buildings.
  - Reconfigurable classroom furniture enthusiastically supported.
  - Set and costume design studies require tables larger than 18" wide.
  - Preferred Classroom Layout: **B207d** and **B207e** (see attached layouts).

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

\$eai\_time\$



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 24  
SF/SEAT= 24

OPT D

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 207

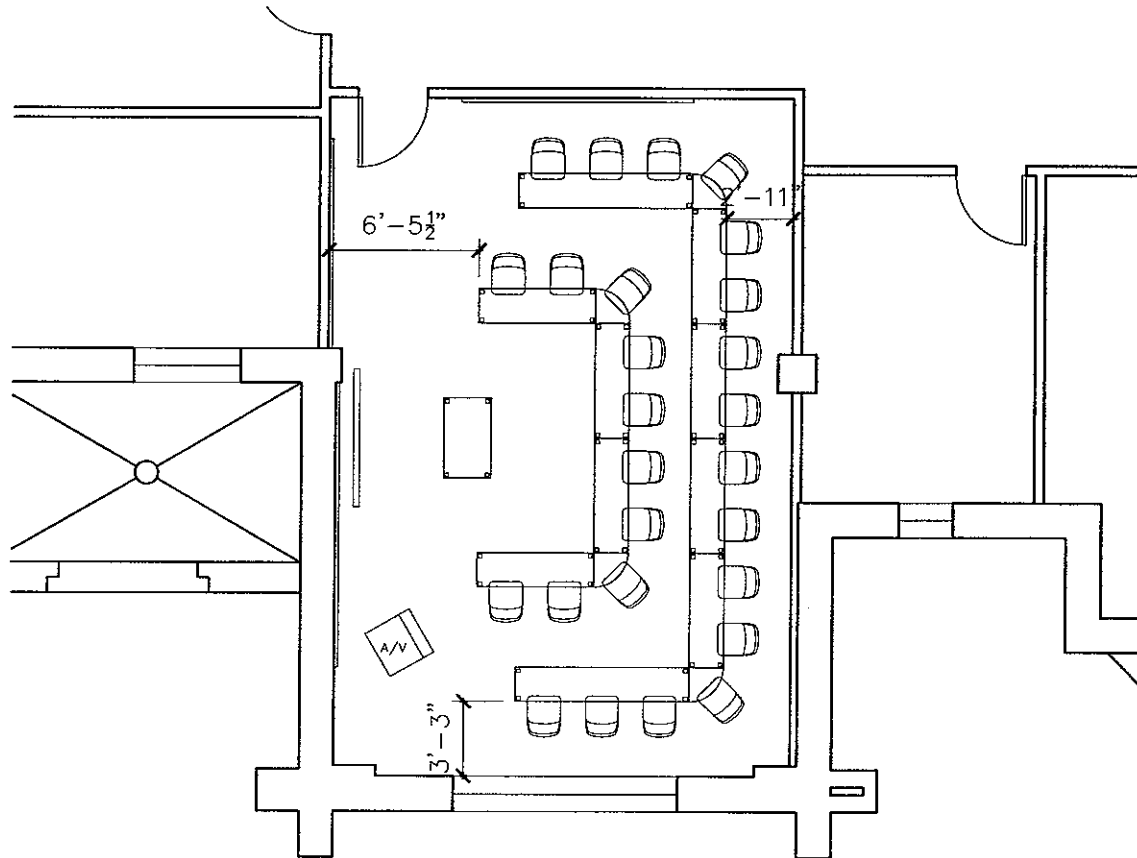
File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B207d



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 26  
SF/SEAT= 22

OPT E

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Classroom Layout  
Buckman 207**  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: **B207e**

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Psychology  
3<sup>rd</sup> Departmental Meeting  
2 February 2005

Attendees:

Marsha Walton, Chair, Dept of Psychology  
Mark Smith, Psychology (Education)  
Robert Strandburg, Psychology  
Chris Wetzel, Psychology  
John Olsen, Assoc. Dean, Academic Affairs and Planning Committee Representative  
Larry Hamlet, International Studies and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:

- Observation Room should have space for 3-4 people to observe Group Experiment Room, with windows at least 90 degrees to each other (similar to current configuration in Clough 123).
- Work/ Study Area – students may work both in labs and student commons.
- Human Psychophysiology lab also doubles as classroom for 16 students.
- Noise from sculpture studio above interferes with experiments in isolation room and is in general distracting to research and teaching. Fumes from Art department are also a problem.

2. New issues and concerns:

- Departmental Library – Books currently stored/ displayed in this space need to retain this function or move to new Barret Library.
- Testing Material and Data Storage – Provide secure storage space for these materials.

3. Classroom selection:

- Marsha Walton has worked with foldable tables with poor results. Tables deteriorated under repetitive break-down and set-up cycles.
- Department is allowing larger class sizes for lower level courses to let upper level courses remain small. Course have been taught with 35-37 students in Clough 102- too many for a room this size.

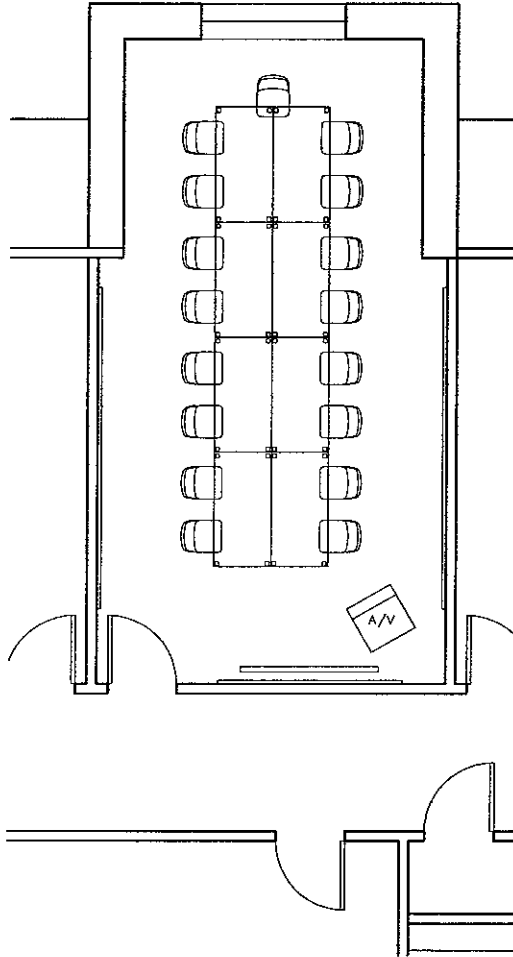
Dr. Charles Stinemetz  
 4 March 2005  
 Page 2

- Chris Wetzel would like to avoid teaching out of Clough if possible. Spaces in Clough, however, do not support large class sizes.
  - Most faculty are comfortable with class sizes of 26-28p using moveable furniture
  - Clough 123 had been exclusively Child Development Lab. Now currently on Registrar's list of classroom spaces, with a capacity of 15 students. Room has 30" x 72" tables now.
  - Preferred Classroom Layouts: **B330** with 30" tables, **C102c**
4. Program Spaces (*new spaces italicized*)
- Faculty Offices (9 full time including education faculty plus one adjunct faculty= 10 total)
  - Administration office - currently shared with Anthropology/Sociology Dept
    - i. Data secure storage
  - *Student Commons w/ work/study area*
  - Library
  - Lab Spaces
    - A. Neuroscience
      - i. Human Psychophysiology dry lab/ and prep
      - ii. Human Psychophysiology Isolation room (8' x 10')
      - iii. Human Psychophysiology Control/ Recording room (10' x 10')
      - iv. Neuroanatomy Wet Lab
      - v. Neuroscience Storage
    - B. Language and Learning Technology
      - i. *Data Collection Computer Facility (6p)*
      - ii. Data analysis room (also Learning Development isolation room) (4p)
    - C. Community and Social Psychology / Developmental Psychology
      - i. Group Experiment Room
      - ii. Observation Room
  - Animal Facility
    - i. Animal Holding Rooms (2)- now in Frazier – Jelke
    - ii. Further program discussion required with Biology Department
  - Classroom Types
    - i. Lower Level: 25-35p, lecture style, breakout option, semi-smart (C102c)
    - ii. Upper Level: 12-18p, moveable tables, seminar, semi-smart (B330)
    - iii. Computer classroom (assume location in Barret Library)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
 Project Manager



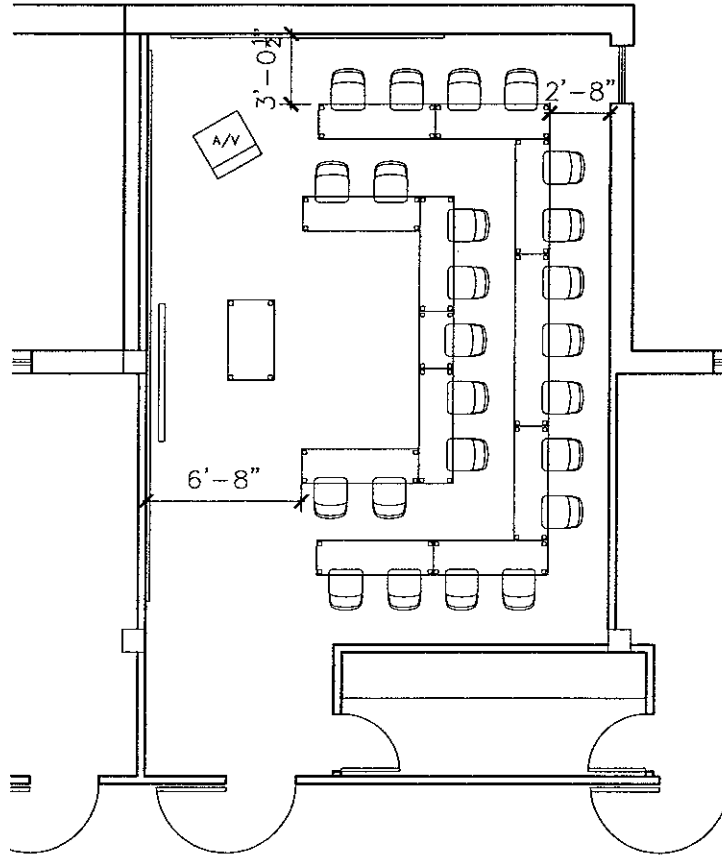
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EXIST CAP= 25  
NEW CAP= 17  
SF/SEAT= 24

OPT A

Ellenzweig Associates, Inc.  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study  
Title: Classroom Layout  
Buckman 330  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: B330a



ROOM SIZE= 577 SF  
EXIST CAP= 45  
NEW CAP= 24  
SF/SEAT= 24

OPT C

Ellenzweig Associates, Inc.  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study  
Title: Classroom Layout  
Clough 102  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: C102c



Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Philosophy  
2<sup>nd</sup> Departmental Meeting  
2 February 2005

Attendees:  
Patrick Shade, Chair, Philosophy  
John Olsen, Assoc. Dean, Academic Affairs and  
Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:  
Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

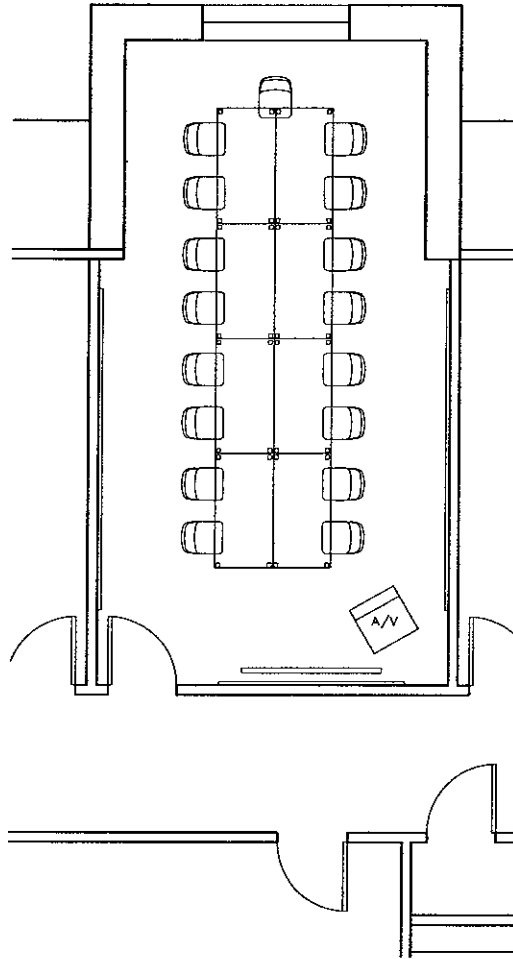
1. Department prefers to stay in Clough for academic ties to Psychology and Religious Studies, and to a lesser extent, Search.
2. Quantity of offices was discussed. It was agreed to program four full-time faculty and two adjunct faculty offices.
3. Classroom Selection:
  - Department does not like large vacant space at center of "square donut" table layout-discussion style layout is preferred.
  - Small seminar rooms for 15p are less common than 25p classes. Smaller classes may use a layout like **B330** with 30" tables for potential breakout.
  - Preferred Classroom Layout: **B207e**
4. Program Spaces (*new spaces italicized*)
  - Faculty Offices (4 full time and 2 adjunct)
  - Dept Administration Office (currently shared)
  - Student Lounge
  - Classroom Types
    - i. Small Seminar (15p)
    - ii. Medium Seminar (25p)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

\$eai\_time\$



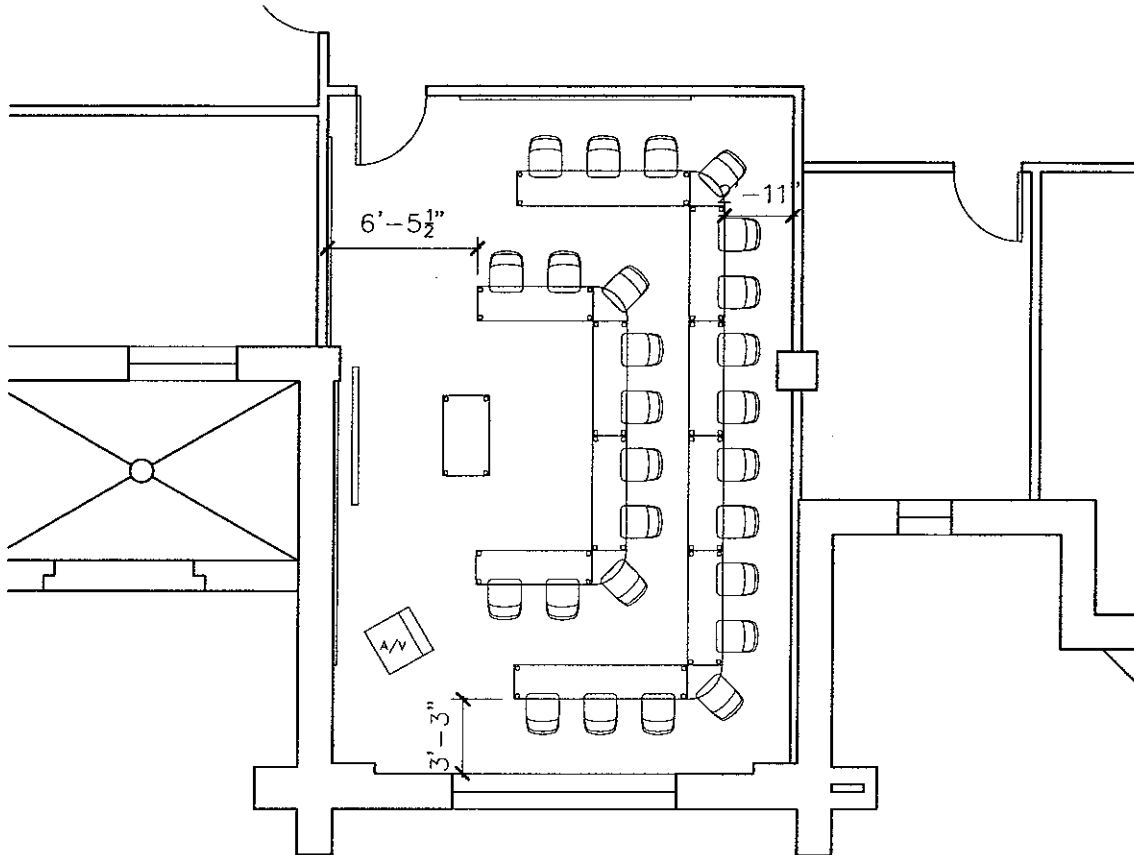
ROOM SIZE= 404 SF  
EXIST CAP= 25  
NEW CAP= 17  
SF/SEAT= 24

OPT A

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Classroom Layout  
Buckman 330**  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: **B330a**



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 26  
SF/SEAT= 22

OPT E

Ellenzweig Associates, Inc.  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study

Title: Classroom Layout  
Buckman 207

File:

Job No: 30314.00

Scale: 1/8" = 1'-0"

Date: 23 Feb 05

Drawing: B207e

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

21 February 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Planning Committee  
3rd Briefing Meeting  
2 February 2005

Attendees:

Glenn Munson, Registrar  
Larry Hamlet, International Studies  
John Olsen, Assoc Dean for Student Affairs  
Brian Foshee, Director, Physical Plant  
Charlie Lemond, Director, ITS  
David Jilg, Theatre  
Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd  
Michelle Mattson, Chair, Modern Languages and Literature  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Update on Departmental Meetings – The departmental meetings have been running well, with clear user feedback and a gathering consensus on a group of classroom types that may be used by all departments. Exceptions to the prototypes, such as English department's request for tablet arm chairs, will be noted and incorporated into the implementation plans. The final round of meetings only requires a handful of departments, including the Art department.
2. Concurrent plans for renovation – the following areas of study are recognized as a priority:
  - Burrow fit-out – Hansbury Evans presents layout schemes on 3 Feb 2005. Brian Foshee will update EAI on status of Burrow planning and those areas to be vacated in Palmer after this meeting. EAI will rely on College to provide direction regarding this issue.
  - Barret basement build-out – options include swing space for office moves and prototype classroom or furniture design.
  - Buckman renovations– relocations in this building heavily dependent on extent of Palmer vacancies.

Dr. Charles Stinemetz  
21 February 2005  
Page 2

*List of Palmer spaces to be vacated to Burrow, as determined in Burrow planning meeting referenced above:*

*Admissions - 2700 Dept'l GSF  
Financial Aid - 1000 Dept'l GSF  
Registrar Offices - 1900 Dept'l GSF*

*Dean of Students Suite - 900 Dept'l GSF  
Admissions Lobby - no net gain of SF*

*Total Area = 6,500 SF.*

*Planning for area now occupied by Bob Johnson's suite on the third floor of Palmer is on hold by the President's Office. EAI is analyzing impact to departmental relocations to Palmer.*

3. Short term initiatives for advancement of renovations include selecting location and type of prototype classroom and testing furniture styles. The Registrar's office must know about those classrooms being removed from circulation by mid-February in order to plan for Fall 2005.
4. Furniture Prototypes –
  - Furniture arrangements could be tested in Campus Life Center, with faculty invited to comment on degree of flexibility and ease of reconfiguration.
  - EAI will recommend some furniture models to Planning Committee using approved furniture manufacturers as determined by Brian Foshee.
  - Installation of furniture into existing classrooms as short term solution may not be enough to create positive impression of planning process – better to incorporate furniture into full renovation of a prototype classroom.
5. It was agreed not to release specific departmental renovations, such as the Math department library, before comprehensive plan is agreed upon.
6. Brian Foshee and Michael Lauber discussed assigning approximate dollar values to classroom renovations. BF will increase rough estimate from \$25K to \$50K, including technology. Bids for classroom technology in the new Barret library are coming in at \$10-12K per classroom, lower than estimated.
7. Renovation opportunities to Buckman 212 and 214 were discussed, with late summer/ fall 2005 or Summer 2006 as options. At least one of these two spaces should be kept open until July 30.
8. The Computer Lab in Buckman 216 is scheduled to move to Barret. A separate computer lab in Buckman raises concerns over duplication and limited staffing, however, Economics and Business Administration has requested the lab stay in their building for instructional and open hours use.
9. Classification of Classrooms – Additional variables regarding flexible vs. static furniture layouts may be necessary to add to the faculty's classroom request criteria but complicate the Registrar's scheduling responsibilities. Style of furniture will now have to be requested along with capacity, technology, and location. Results from departmental meetings suggest most faculty are prepared

Dr. Charles Stinemetz  
21 February 2005  
Page 3

to teach in classrooms outside their buildings if the classroom fits their needs, which may help make the location criteria less important.

10. Departmental Libraries – Chemistry, Music and Anthropology/ Sociology have arranged for relocation of departmental libraries to Barret, and are included in the current proposal from the movers. Physics may consider moving their library if it means space may be freed up for a teaching lab or other departmental space. CS will contact Jay White, Chair of Physics, to stress importance of a timely decision on this subject, as this effects the movers pricing and schedule, and distribution of books in new library space.
11. Programming phase is schedule to close in three weeks (last week of February) and implementation options will be presented in six weeks (mid- March).

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Biology  
3rd Departmental Meeting  
2 February 2005

Attendees:

Chuck Stinemetz, Chair, Biology and Project Shepherd  
Jay Blundon, Biology  
David Kesler, Biology  
Gary Lindquaster, Biology  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:
  - A 16-18p classroom should be added to the program and FJ140 should be adjusted down to reflect a more realistic capacity of 10-12p.
2. New issues and concerns:
  - Teaching Lab Options were discussed with faculty. Include cup-sinks at bench; other services TBD. Layouts are attached for further discussion among faculty.
3. Classroom selection:
  - **B330** was discussed for small size seminar room.
  - Preferred Classroom Layouts: **B207e** for 25p capacity.
4. Program Spaces (*new spaces italicized*)
  - Faculty Offices (12)
  - Dept Admin
  - Student Lounge (Dino Lounge)
  - *Student Study Area*
  - Biology Library
  - Animal Facility
    - i. *Animal Holding Rooms (AHR) 4 total*
    - ii. *Additional program elements to be determined*
  - Teaching Labs
    - i. Eight existing labs

Dr. Charles Stinemetz  
4 March 2005  
Page 2

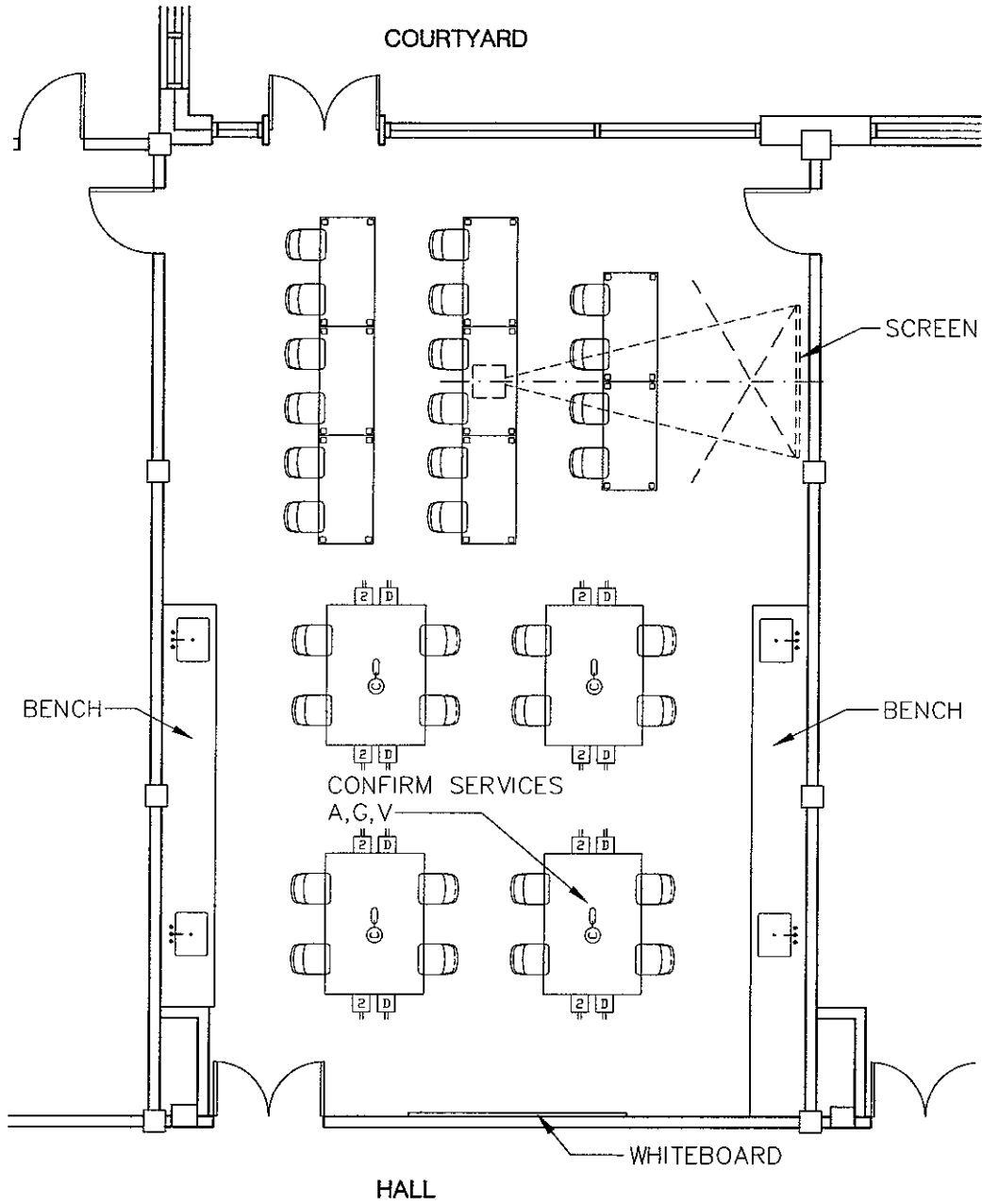
- ii. *Additional Teaching Lab*
        - iii. *Interdisciplinary teaching lab (pending)*
    - **Research Labs (12)**
      - i. Ten existing labs
      - ii. *Fellow lab*
      - iii. *Future faculty lab*
    - **Lab Support**
      - i. Imaging Center
      - ii. Tissue Culture
      - iii. TEM
      - iv. SEM
      - v. *Glasswash/Autoclave*
    - **Greenhouse**
      - i. *Teaching*
      - ii. *Research*
    - **Classroom Types**
      - i. Lower level 25p lecture style, semi smart
      - ii. Lower level second semester 30-32p classroom semi smart
      - iii. *Upper level 16-18p classroom/ seminar semi smart*
      - iv. Seminar 12p
- 5. Future Action – Michael Lauber noted that it was difficult to proceed much further at this time, without an understanding of what space, if any, would become available on the ground floor of Frazier-Jelke. Michael also noted that once the scope of potential changes was established, the Biology department should commission a full renovation planning study of departmental spaces; this type of detailed design effort is beyond the scope of the current Master Planning effort.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager





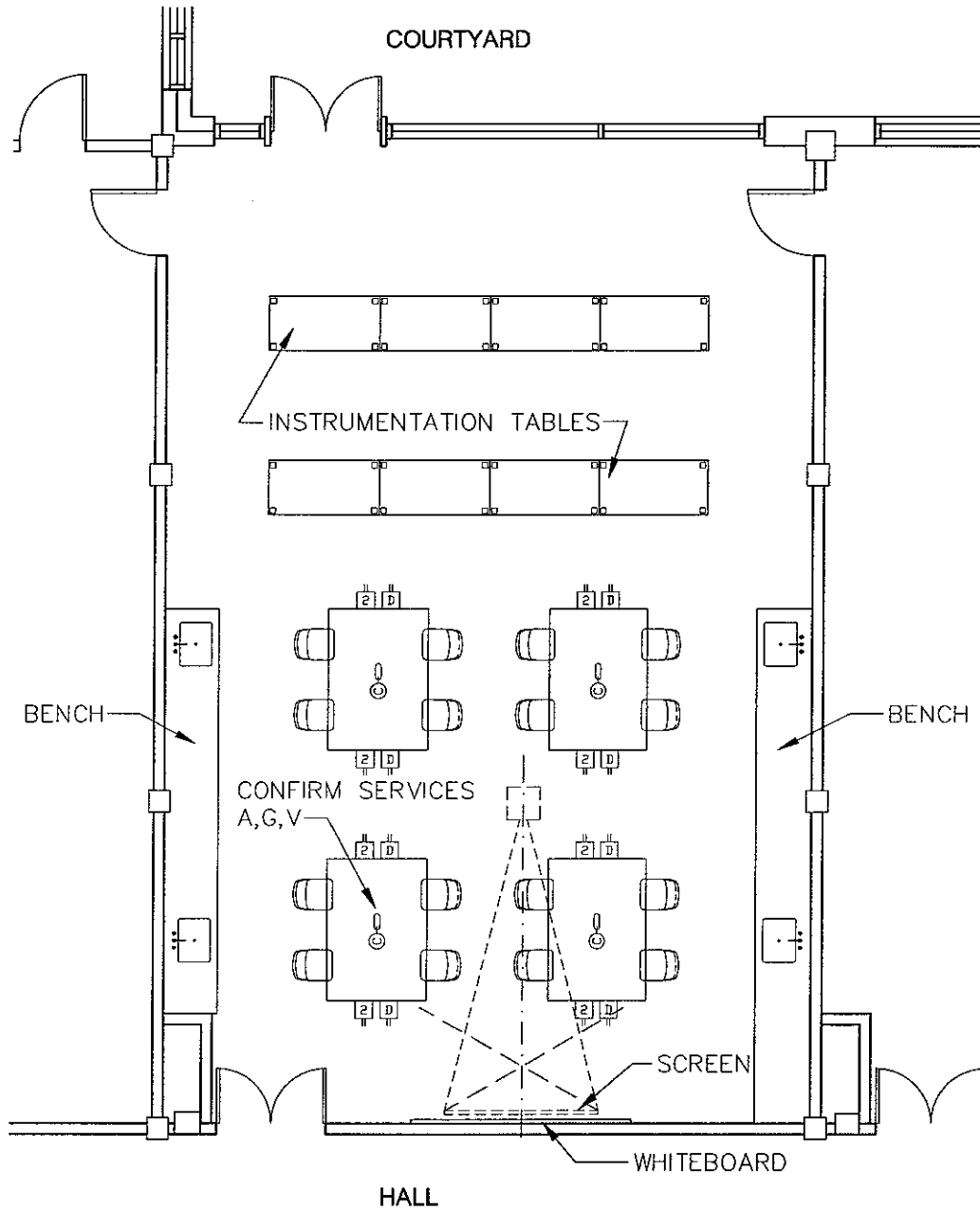
# OPT A1

## TEACHING MODE

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Specialized Layout  
Biology Teaching Lab - OPT A1**  
File: 414specialized\_biology\_teaching\_OPTA1.dwg

Job No: 30414.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing:



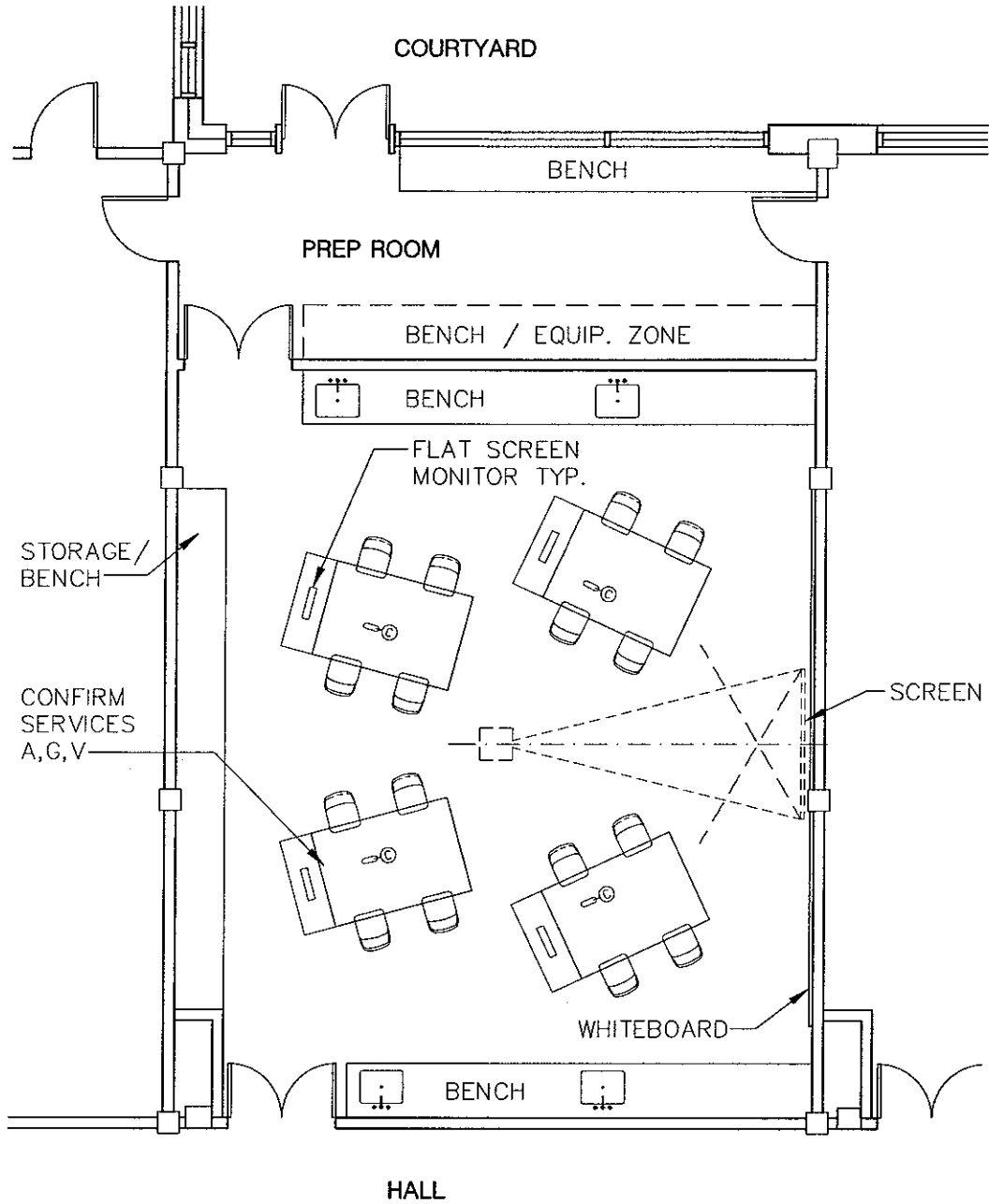
# OPT A2

## EXPERIMENT MODE

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Specialized Layout  
Biology Teaching Lab - OPT A2**  
File: 414specialized\_biology\_teaching\_OPTA2.dwg

Job No: 30414.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing:



## OPT B

**Ellenzweig Associates, Inc.**  
Architects

1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**

Title: **Specialized Layout  
Biology Teaching Lab - OPT B**

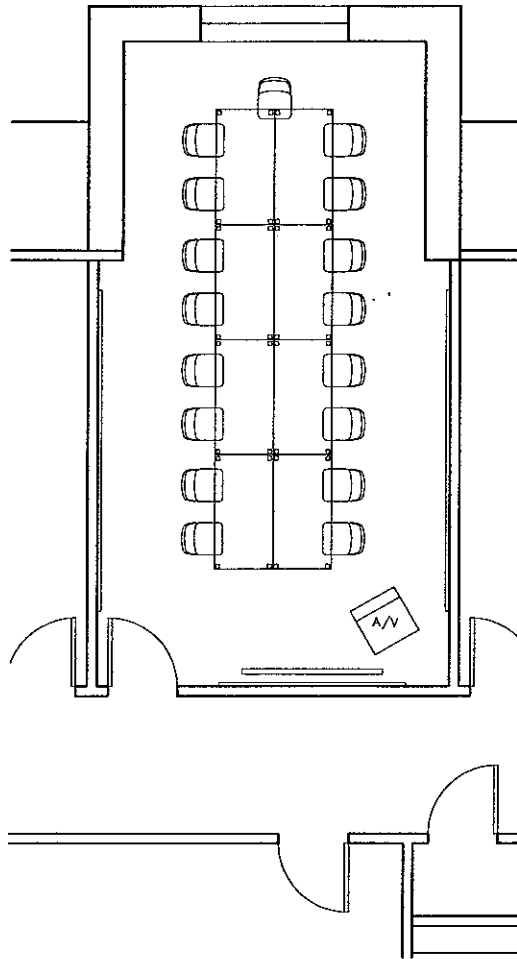
File: 414specialized\_biology\_teaching\_OPTB.dwg

Job No: 30414.00

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Date: 23 Feb 05

Drawing:



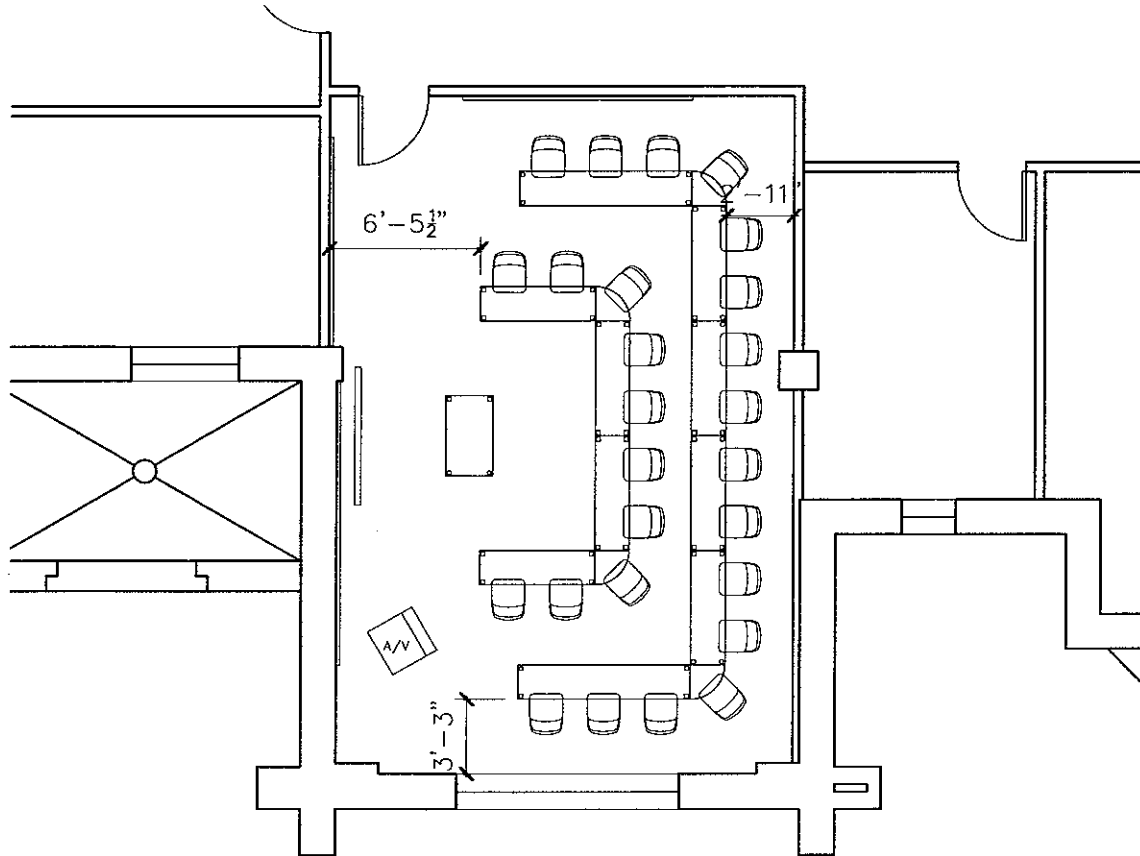
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EXIST CAP= 25  
NEW CAP= 17  
SF/SEAT= 24

OPT A

Ellenzweig Associates, Inc.  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: Rhodes College  
Academic Space Planning Study  
Title: Classroom Layout  
Buckman 330  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: B330a



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 26  
SF/SEAT= 22

OPT E

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Classroom Layout  
Buckman 207**  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: **B207e**

4 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Department of Greek and Roman Studies  
2<sup>nd</sup> Departmental Meeting  
2 February 2005

Attendees:

Kenny Morrell, Chair, Greek and Roman Studies  
Susanne Hofstra, Greek and Roman Studies  
John Chesley, Greek and Roman Studies  
Katherine Panagakos, Greek and Roman Studies  
David Sick, Greek and Roman Studies  
Andrew Svec, Greek and Roman Studies Major  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. New issues and concerns:

- The Department supported the provision of a combination workroom/ lounge/ study and teaching space as the core element of a new departmental layout. EAI mentioned potential acoustical issues associated with grouping all of these functions in one space.
- Countertop material in multi-purpose room should withstand wear and tear from archeological marbles collection.

2. Classroom selection:

- Reconfigurable furniture enthusiastically supported. Interactive and flexible layout used by Latin and Greek, similar to Modern Languages requirements.
- Access to whiteboards should be kept in seminar rooms.
- Inner circle of tables in discussion classrooms can sometimes be isolating for students and not used when class is not full- students prefer to sit in rear of room.
- Preferred Classroom Layout: **B207d, B207e**

3. Program Spaces (*new spaces italicized*)

- Faculty Offices (4)
- Dept Admin

Dr. Charles Stinemetz  
4 March 2005  
Page 2

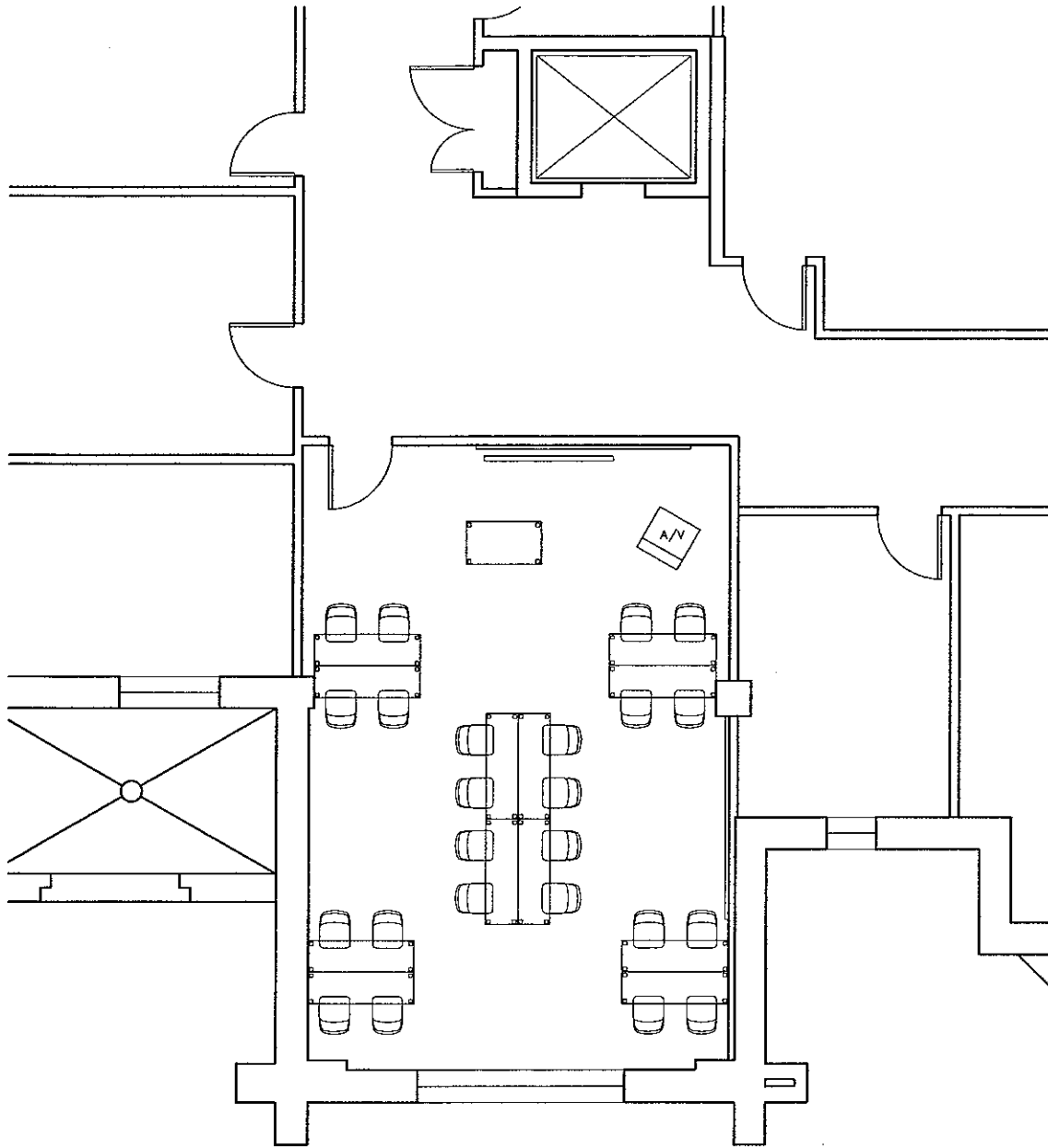
- *Seminar Classroom*
- *Classroom (25p)*
- *Workshop/ Lounge*
  - i. *Materials library*
  - ii. *Bench space*
  - iii. *Display area*
  - iv. *Lockers*
  - v. *Informal Seating*

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

\$eai\_time\$



ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 24  
SF/SEAT= 24

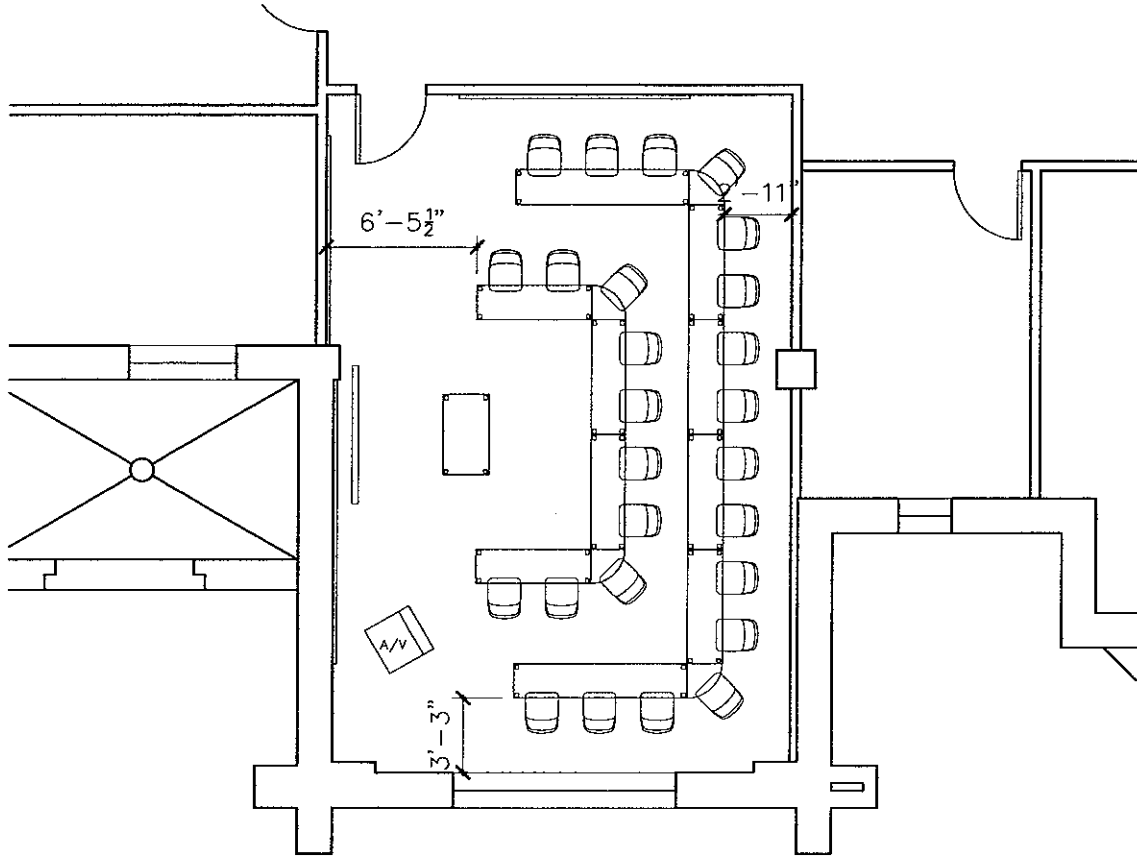
OPT D

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Classroom Layout  
Buckman 207**  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: B207d





ROOM SIZE= 582 SF  
EXIST CAP= 35  
NEW CAP= 26  
SF/SEAT= 22

OPT E

**Ellenzweig Associates, Inc.**  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

Project: **Rhodes College  
Academic Space Planning Study**  
Title: **Classroom Layout  
Buckman 207**  
File:

Job No: 30314.00  
Scale: 1/8" = 1'-0"  
Date: 23 Feb 05  
Drawing: **B207e**

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

21 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Planning Committee  
4th Briefing Meeting  
23 February 2005

Attendees:

Glenn Munson, Registrar  
Larry Hamlet, International Studies  
John Olsen, Assoc Dean for Student Affairs  
Brian Foshee, Director, Physical Plant  
Charlie Lemond, Director, ITS  
David Jilg, Theatre  
Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd  
Michelle Mattson, Chair, Modern Languages and Literature  
Matthew Ali, Ellenzweig Associates, Inc. (EAI)

Distribution:

Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Planning Committee had met on Monday, January 2, 2005. Chuck Stinemetz noted results from this meeting included:
  - Committee will not release renovation initiatives for localized spaces, such as Math Library renovations in Ohlendorf, until Space Study has concluded.
  - Palmer vacancies were noted, and these include Registrar Office; Financial Aid; Dean of Students, and Admissions on north side of first floor.
  - The Committee has planned a presentation to the faculty during the week of the 8<sup>th</sup> of May and requested EAI's participation.

*EAI will prepare this presentation with the guidance of the Planning Committee, and make themselves available to deliver this presentation.*
2. Cost estimates are beyond defined scope of Academic Space Planning Study, but EAI will work with College's estimator to determine order-of-magnitude figures for implementation schemes, as selected by the Committee.
3. EAI distributed updated schedule (dated 22 February 2005) and it was agreed the final programming presentation may be made to the Committee during the week of March 20, and the final Implementation Phase presentation would be made on May 8.

Dr. Charles Stinemetz  
21 March 2005  
Page 2

4. Concerns expressed by Jim Vest regarding specific classroom types as well as planning process were discussed. Michael Lauber gave brief outline of issue and referenced email response by EAI (dated 7 February 2005) which had been forwarded to JV. EAI will address this subject in Modern Languages and Literature (MLL) meeting scheduled later this day.
5. Program Summaries – Method of quantifying new vs. existing departmental spaces was introduced by Michael Lauber.
  - Currently shared spaces, such as shared departmental admin by MLL and Greek and Roman Studies (GRS), are listed as full amount in new space column.
  - It was noted that science departments, such as Physics, have considerably more departmental space than other departments, such as those in the Humanities.
  - Increase in requested program space by Physics department over existing space was substantial. See below for discussion regarding layout in Rhodes Tower.
  - EAI will distribute program summaries to departments by including in Meeting Minutes from last round of meetings.
6. Palmer Layout – Michael Lauber introduced layout of MLL in space left vacant by Palmer moves.
  - Michelle Mattson noted department administration needs separate space for work/study students.
  - Dean of Students' vacated space was not included in this layout. Space currently occupied by Associate Dean for Academic Affairs (John Olsen's office) could potentially move to this space, allowing greater area for MLL.
  - This layout of MLL in Palmer sets up the following sequence of moves, starting with move of ITS from Buckman.
    - i. MLL vacates 3<sup>rd</sup> floor of Buckman, leaving Political Science, Economics and Business Admin, and International Studies. A department moves from Clough to Buckman (History may be best candidate for this).
    - ii. MLL vacates space in Rhodes Tower.
    - iii. Space is redistributed to existing departments in Clough.
  - Plan was met with general agreement by Committee. EAI to present to the MLL department.
  - See also meeting minutes for MLL meeting of 23 February 2005.
7. EAI has not made recommendation for GRS department yet. EAI will review consolidation into fourth floor of Halliburton Tower as an option.
8. Physics Departmental Layout – Michael Lauber introduced layout of Physics department in Rhodes Tower and first floor of Frazier-Jelke.
  - Sixth floor of Tower not used due to lack of second means of egress. Storage is only viable option, however, this is also compromised by lack of elevator access.
  - Total faculty offices are 4 existing full time, plus one approved growth faculty position, plus Carol Ekstrom equals 6 total offices for planning purposes. EAI will investigate redistribution of Physics layout to reflect this number. Geology office may want to be adjacent to other faculty offices to reinforce concept of department. Offices should be located on third floor of Tower, switching places with the research lab space.
  - Teaching Labs include storage for equipment.
  - Existing classroom (Rhodes 410) is replaced in layout with classroom on second floor.
  - Area in Frazier-Jelke becomes available. EAI will present options to Planning Committee for this space.

Dr. Charles Stinemetz  
21 March 2005  
Page 3

- Plan was met with general agreement by Committee. EAI will present to Physics department.
  - See also meeting minutes for Physics meeting of 23 February 2005.
9. First Floor Kennedy -- Michael Lauber introduced layout of classrooms and Chemistry department space in area vacated by Theatre department.
- 22p seminar classroom would be Registrar controlled, as well as discussion classroom. This classroom could be used by Biology department
  - Brian Foshee will look into viability of link to Frazier-Jelke at eastern end of corridor shown in plan.
  - Plan was met with general agreement by Committee. EAI will include in implementation options and forward to Chemistry department via email.
10. Options for the vacant area in Barret basement were briefly discussed. It was agreed this space should not be used for long term academic space due to isolation from other departments and student space. However, this space may be used as temporary swing space for departmental offices during imminent renovations.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

21 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Registrar's Office Meeting  
23 February 2005

Attendees:  
Glenn Munson, Registrar  
DeAnna Adams, Associate Registrar

Distribution:  
Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Palmer Hall— classroom layout in this building must take into consideration capacity and type of layout to provide some classrooms with maximum flexibility. It was agreed EAI will be showing tablet arm chairs in some classrooms in this building. These rooms could satisfy users in Modern Languages and English and provide maximum capacity.
2. Buckman Classrooms—
  - Econ/Business Administration offers senior seminar only once a year, with class sizes averaging around 60p and being held in rooms 108 and 110.
  - Rooms 108 and 110 also used for career workshops, film theory, advising workshops, etc.
  - It was agreed to plan for at least two 48p classrooms in renovated rooms 212 and 214. EAI will research the construction method used to form the tiers of rooms 108 and 110 with Brian Foshee in Physical Plant.

*A follow up email later clarified that these classrooms should have a capacity of 60p. [MA to review email content from Glenn Munson]*

3. Classroom sizes— Generally speaking, many faculty needs may be met with 20p seminar and 28p discussion classrooms. Search and Life classes do not exceed 20p, for example. Glenn Munson would feel more comfortable with aiming for 22p capacities.
4. Other Large Classroom use— Lori White, Manager of Conference and Event Services will be able to inform the Planning Committee about scheduling of non-registrar controlled events in the large lecture halls.
5. Classroom Classifications:
  - Seminar (12-22p)

Dr. Charles Stinemetz  
21 March 2005  
Page 2

- i. Central table
  - ii. Rectangular or "U" shape of small tables (18" x 60")
  - iii. Tablet arm chair (max 20p)
- Discussion (22-30p)
  - i. "C" shape of small tables (in either fixed or flexible modes)
  - ii. Tablet arm chair (25-28p)
- Lecture (varies)
  - i. Small tables in rows
  - ii. Fixed tables in rows
  - iii. Tablet arm chairs

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

21 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Animal Facility  
Inter-Departmental Planning Meeting  
23 February 2005

Attendees:

Chuck Stinemetz, Chair, Biology and Project Shepherd  
Jay Blundon, Biology  
Alan Jaslow, Protocol Administrator  
Robert Strandberg, Psychology  
Steven Lloyd, Psychology  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Program for Demonstration Room
  - Psychology
    - i. Classroom use: Learning and Memory (last ½ of semester) and Physiology (2 weeks per semester)
    - ii. Dissections for Physiology course
  - Biology
    - i. Operant chamber set up in this room
    - ii. Bio-physiological lab equipment stays up all semester on stable benches
  - Room should hold 12-15 students. Four 4-person benches, arranged in a fan shape with a teaching wall should be considered.
2. Behavioral Experiment Room – This room should be an 8'x10' room, acoustically isolated for use of water and dry maze experiments.
3. General Organization – Animal Holding rooms should be adjacent to both physiological and neuroscience lab and the inter-disciplinary demonstration room
4. Program Spaces
  - Animal Holding Rooms (4)
  - Demonstration Room
  - Behavioral Experiment Room

Dr. Charles Stinemetz  
21 March 2005  
Page 2

- Cagewash
- Feed/ Bedding Storage
- Drug Storage

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager



Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

21 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

1.

Subj: Department of Art  
2<sup>nd</sup> Departmental Meeting  
23 February 2005

Attendees:

Victor Coonin, Chair, Art  
Erin Harmon, Art  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Departmental Space Priorities:

- Critique Room- an approximately 500 sf room with no permanent furniture for use in pinning up artwork for comment and discussion, with neutral painted walls. This "clean" room could also be used for showing slides during painting or drawing studio sessions that would otherwise require interrupting the studio.
- Student Studio Space- for art majors. No full-time studio space currently exists for majors.
- Storage- for student art work, adjacent to painting or drawing studios.

2. Program Spaces:

- Faculty Offices - Faculty with offices include three Art Historians, two Artists, and additional faculty (currently in very small room shared with printer). The Gallery Director has an office in the Gallery. Total offices should therefore be six.
- Department Administration - Departmental Secretary's office, now shared with Philosophy and Religious Studies, is acceptable as is.
- Departmental Resource Area - Media for use in classroom will slowly shift from slide-based to digital files.
- Darkroom/photo Studio - Current room, with capacity of 6 students per session, is overbooked and should be expanded. Photography class has wait-list each semester, with many non- art majors interested in class.

Dr. Charles Stinemetz  
21 March 2005  
Page 2

3. Classroom Type –

- Clough 417 is adequate for Art History lectures, with dual slide projection.
- 20p seminar with projector for mid and upper level courses- with solid table or small tables, Prototype 1.2 or 1.3

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

21 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Physics Department  
3rd Departmental Meeting  
23 February 2005

Attendees:

Shubho Banerjee, Physics  
Ann M. Viano, Physics  
Carol Ekstrom, Physics and Geology  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Review of previous meeting minutes:
  - Shubho Banerjee's research space should include space for 2-3 computers, not one student as listed. Network cabling should also be planned for.
  - Review of quantity of offices: Four full-time, one office for two adjunct faculty, plus one growth office= 6 physics department offices plus Geo/GIS office. Seven total offices should be provided in greater physics space allocation.
2. Physics Department Layout– Michael Lauber presented EAI's proposal for the departmental layout (see attached .pdf file). Physics department questions include:
  - Intro. Physics Lab– this space, currently on first floor of Frazier-Jelke, requires enough space for 20 students plus a prep room. Possible locations on upper floors, by shifting walls of the end lab spaces, were looked at.
  - Sixth Floor Storage– accessibility to this floor is limited to one stairwell, which is both an issue for handicap accessibility as well as emergency egress from this floor. EAI agreed to investigate the potential for an elevator extension to the sixth floor to allow for the use of this floor for storage.

*See letter to Jay White dated 8 March 2005 outlining the issues involved in the elevator extension.*

- Office/ Research Labs – It was noted the department may prefer to see offices closer to research labs and windows in offices are a desired amenity.

Dr. Charles Stinemetz  
 21 March 2005  
 Page 2

- The physics department will meet to discuss the proposed layout and study the plans themselves. EAI will forward scalable plans to aid in the department's study.

*EAI received a Physics Department proposal for the layout of Rhodes Tower and Frazier-Jelke on 9 March 2005. This layout was forwarded to the Planning Committee on 18 March 2005. See attached .pdf file.*

3. Multi-disciplinary Classroom – The new multi-disciplinary classroom proposed for the basement of Kennedy was reviewed. It was noted that travel distance to this classroom was an issue for the Physics faculty.
4. Specialized Layouts – EAI will draw specialized layouts of the Intro Physics lab and upper level teaching labs, and will look at benchmarking data of Physics teaching labs to compare to available space in Rhodes Tower.
5. Program Spaces (*new spaces italicized*)
  - Faculty Offices (7)
  - Dept Administrative Office
    - i. Secretary
    - ii. Student Supply Office
    - iii. Work/ Study Area
    - iv. File Storage
  - Faculty Lounge
  - *Conference Room*
  - Teaching Labs
    - i. Intro Courses (3) – include storage for demonstration equipment
    - ii. *Upper Level (4)*
    - iii. Geo/GIS Lab
  - Research Labs (6)
  - Student Research Space
  - Shops
    - i. General
    - ii. Material Storage
    - iii. Materials Fabrication
  - Physics Resource Center
  - Physics Library
  - Entrance Foyer
  - Classroom Types
    - i. Large Classroom (40p) (3)
    - ii. Small Classroom (20p) (5)
    - iii. Computer Classroom (in Barret Library)

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
 Project Manager

21 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Modern Languages  
3<sup>rd</sup> Departmental Meeting  
23 February 2005

Attendees:

Michelle Mattson, Chair, Mod Languages and Literature (MLL)  
Jim Vest, MLL  
Eric Henager, MLL  
Michelle Petter, Student in MLL, Manager of Language Center  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Jim Vest expressed concerns over emphasis on teaching wall as primary design element in classroom layouts, and Jim also reiterated need for highly flexible discussion classrooms with tablet arm chairs, and noted that some Search department faculty support this method of teaching. Michael Lauber stated the Planning Study would include a wide variety of classroom types and will include the types Jim prefers in the layouts for Palmer Hall. New designs for tablet arm chairs were shown with castors, upholstered seats and larger tablet surfaces, some of which swing out of the way. These designs would be both more flexible, more comfortable (especially for larger students) and provide more work surface area. It was agreed that it was a good idea to arrange for some samples of these chairs to be delivered to the campus for students and faculty to examine.
2. Michael Lauber presented a proposal for the Departmental layout in Palmer Hall (see attached .pdf file). The plan was generally accepted with the following comments:
  - Provide storage for films and audio media that may be controlled by student monitor.
    - i. Four shelving units, each approximately 9" deep x 3' wide by 7'-6" high with 7 shelves each, similar to Physics library
    - ii. This shelving may be located in eastern end of Commons space
    - iii. Check-out function requires counter space

Dr. Charles Stinemetz  
21 March 2005  
Page 2

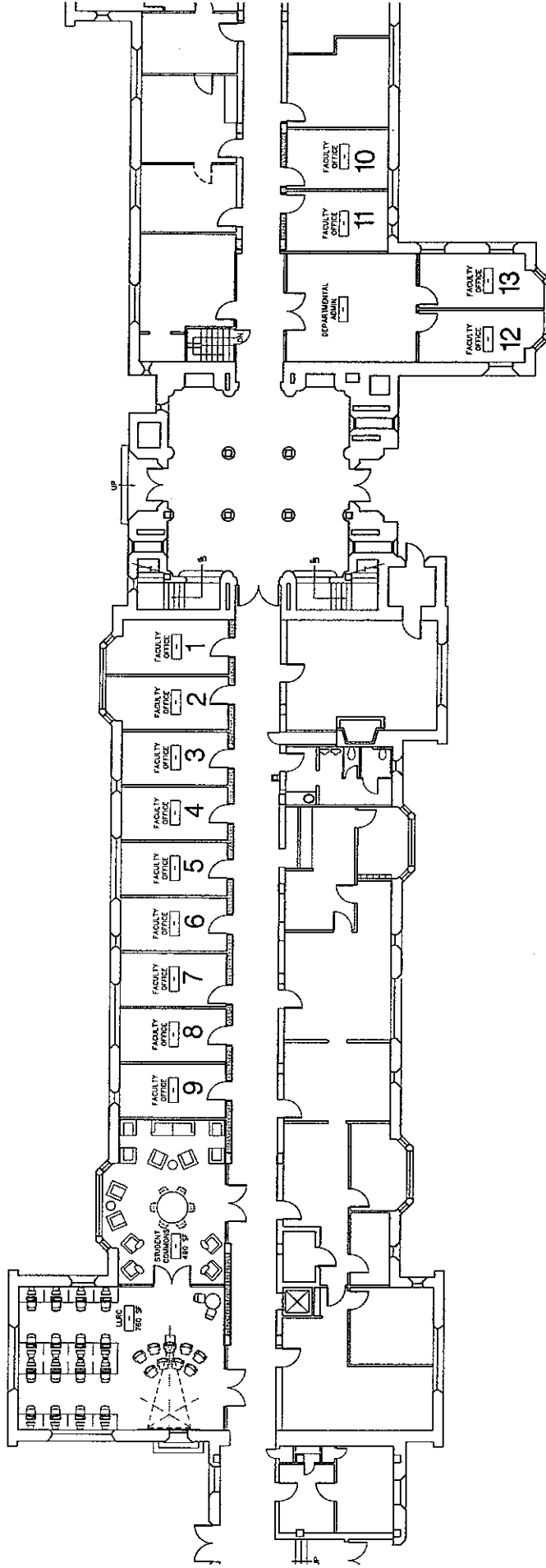
- Provide student work/study in LLRC
  - Film editing room may be located in Barret library- if not, it should be included in LLRC area
  - Provide 19<sup>th</sup> office to be shared by adjunct faculty
3. Program Spaces (*new spaces italicized*)
- Faculty Offices - 17 offices plus 2 offices for 5 part-time faculty = 19 offices total
  - Dept Administrative Office
    - i. Secretarial
    - ii. Work/study area
  - *Student Commons*
  - Language Learning and Resource Center (LLRC)
    - i. Media Carrels (16)
    - ii. Film Editing Room (confirm program requirements)
    - iii. Media storage area with check-out counter
  - Classroom Types
    - i. Lower level: 16p – 20p (max 25p) highly flexible layout, semi-smart
    - ii. Upper level: 10-15p flexible layout, semi-smart

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

\$ea\_lime\$



# OPT A

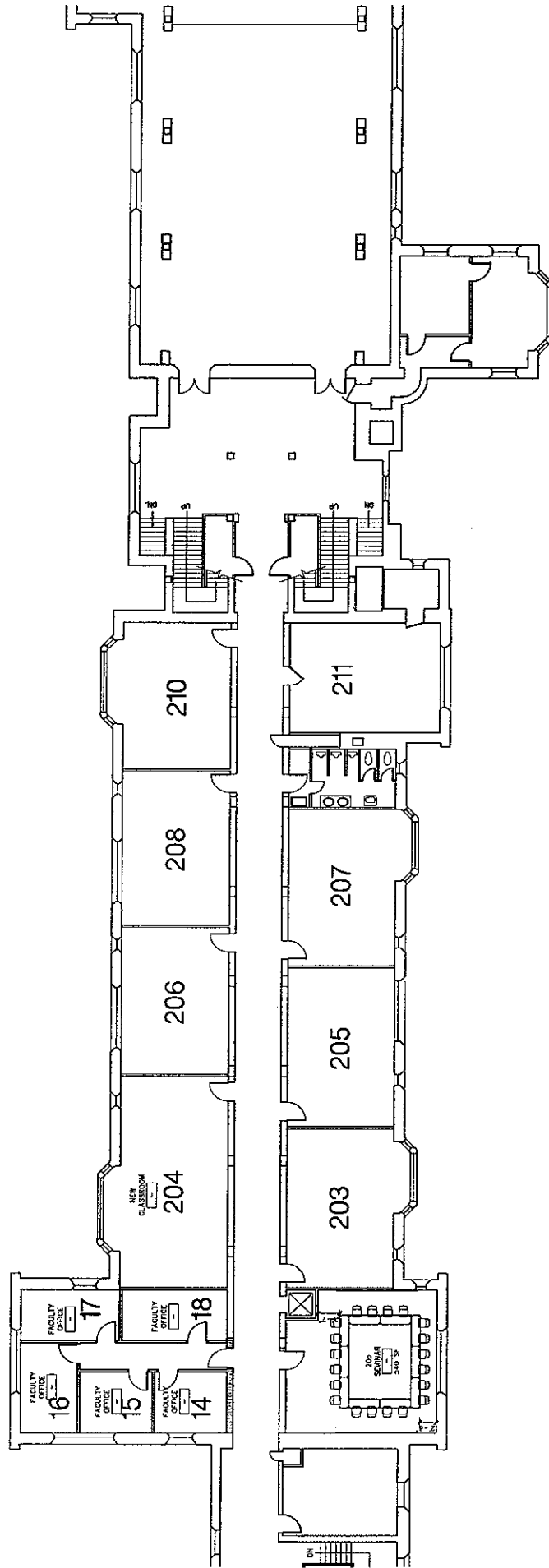
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Date: 23 Feb 05  
Drawing: --

Project: Rhodes College  
Academic Space Planning Study  
Specialized Layouts  
MLL Departmental Layout- First Floor OPTION A

Title:  
File:

Ellenzweig Associates, Inc.  
Architects  
1280 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-491-5575  
Fax: 617-868-2318

seal\_time\$



OPT A

Job No: 30414.00  
Scale: 1/16" = 1'-0"  
Date: 23 Feb 05  
Drawing: --

Project: Rhodes College  
Academic Space Planning Study  
Specialized Layouts  
MLL Departmental Layout- Second Floor OPTION A

Title:  
File:

Ellenzweig Associates, Inc.  
Architects  
1250 Massachusetts Avenue,  
Cambridge, Massachusetts 02138  
Telephone: 617-481-5575  
Fax: 617-868-2318



Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

25 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Registrar Meeting  
22 March 2005

Attendees:  
Glenn Munson, Registrar  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. General Comments

- British Studies – The area vacated by the Information Systems offices on the third floor of Palmer may be a prime location for British Studies. EAI will sketch this concept for review by Committee.
- Additional Office Space – The second floor office suite in Palmer is currently occupied by one Religious Studies office and one Modern Languages office (see attached .pdf file). The Religious Studies office should be moved to fourth floor of Clough, making space available for the English office now in the fourth floor of Halliburton Tower (Option A). Alternatively, British Studies may move to this location if space may be found for these two faculty offices elsewhere in Palmer (Option B).
- Buckman Second Floor Layout – EAI will look at revising the lounge/break-out spaces on the south side of this floor to create two seminar classrooms with a capacity of approximately 20p.

2. Classroom Review – The proposed classroom layouts in Palmer, Clough, and Buckman Halls were reviewed for student capacity and type of layout. See attached classroom comparison summarizing this discussion.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

25 March 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj: Planning Committee  
1<sup>st</sup> Implementation Review  
22 March 2005

Attendees:

Glenn Munson, Registrar  
Larry Hamlet, International Studies  
John Olsen, Assoc Dean for Student Affairs  
Brian Foshee, Director, Physical Plant  
Charlie Lemond, Director, ITS  
Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd  
Michelle Mattson, Chair, Modern Languages and Literature  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber presented preliminary planning concepts for the reallocation of space in Palmer Hall, Halliburton Tower, Clough Hall, and Buckman Hall. The departmental layouts illustrated feasibility of rearranging ten departments and the moving of two others to new buildings. Comments from these proposals are documented below.

**Palmer Hall and Halliburton Tower**

- General

- i. British Studies – One proposal showed this function being relocated to the area vacated by Dean of Students, but it was noted that this area may be occupied with a suite of Dean's offices, including Dean Olsen. EAI will study alternate locations for British Studies.

*During the follow-on meeting with Glenn Munson, it was noted an ideal location for British Studies and the English office in Halliburton Tower would be the space vacated by Bob Johnson and ITS administration on the third floor of Palmer. This would place it adjacent to the rest of the English department. It is not clear if this space is available, however, as there has been some discussion that the President's office was intending to use this space as a small function area.*

Dr. Charles Stinemetz  
25 March 2005  
Page 2

- English
  - i. The proposed layouts do not have a significant impact on the existing English department layouts. The English office on fourth floor of Halliburton tower must be relocated.
- Modern Languages
  - i. Michelle Mattson expressed interest in International Programs remaining in Palmer second floor as this office may have shared interest and mutually benefits for each other. This space is currently scheduled to move to Burrow.
  - ii. The department has seen the layout in Palmer Hall and has accepted it with modifications.
- Greek and Roman Studies – It was generally agreed Greek and Roman Studies would be a good fit in the fourth floor of Halliburton Tower.

#### **Clough Hall**

- General
  - i. Move the copy room, now on the first floor, to the second floor office now occupied by Religious Studies adjacent to the restrooms.
  - ii. Move the outer Rhodes CARES office to the other Religious Studies office on the second floor, and renovate the glass walls for this room to create a more pleasant, open feel to the building entry.
- Psychology
  - i. Various options were discussed to provide more space for Psychology on the first floor of Clough
  - ii. Psychology adjunct moves to second floor office adjacent to Rhodes CARES.
  - iii. Psych. storage occupies area on first floor currently used as a copy room
  - iv. EAI will review program in light of most recent comments from the department to determine what additional program spaces should be included.
- Anthropology/ Sociology – Removing Room 100 from the first floor was considered to open up more square footage for both Psychology and Anthropology/ Sociology; this room is highly utilized by Anthropology/ Sociology, however.
- Philosophy – The concept of moving the department to the third floor of the building was generally accepted.
- Art – It was agreed to provide Art with a new critique room, but not additional storage or new offices.
- History – Move entire department to Buckman Hall - see Buckman notes.
- Religious Studies – Consolidate the entire department in the fourth floor of Clough, by taking over the space vacated by Philosophy.

Dr. Charles Stinemetz  
25 March 2005  
Page 3

## Buckman Hall

- Scheme A and B were presented. Scheme A involved renovating Rooms 108 and 110 into office/departmental space; Scheme B retained these spaces as is.
- General
  - i. Rooms 108 and 110 are concrete slab-on-grade tiers, which increases the cost of Scheme A considerably. The costs vs. benefits of each scheme were discussed with a conclusion to drop Scheme A and concentrate on improving Scheme B.
  - ii. Charlie Lemond noted that there was an existing server closet on the second floor that needed to remain in the plans.
  - iii. Glenn Munson prefers distribution of classrooms in Scheme B to those in Scheme A. The smaller classrooms in Scheme A are not as useful to the College.
- Economics and Business Administration
  - i. There was some discussion about concerns over retaining room 334 due to noise problems. EAI will study options for relocating this classroom elsewhere in the building and look at ways of buffering nearby offices from noise.
  - ii. The department has requested that a computer lab remain in this building. Room 216 may be set aside for this purpose, however, Information Technology Services is not in favor of equipping this room with permanent computers.
- Political Science – The revised layout was generally accepted. The decommissioning of Room 309 as a classroom to be renovated to a faculty lounge was supported.
- History – There was some discussion about the reaction of the History Department to the suggestion that they relocate to Buckman. History currently has affinities with some existing departments in Clough, including Art and Religious Studies, but would seem to have affinities with certain departments in Buckman as well, such as Political Science and International Studies. In the new Buckman layout, History would gain a clear identity, as well as a suite of offices and all requested program areas. It was agreed that the new Buckman location seemed to be a positive move for the department.
- International Studies – Existing layout of department is largely unaffected and the new scheme retains the suite layout to buffer offices from classroom noise.
- EAI will rework the departmental plans based on comments from the Committee.

## 2. Physics Layout

- The Physics department proposal was reviewed and discussed. The following recommendations were agreed upon:
  - i. The department should be encouraged to move their library holdings to Barret Library. It was understood that the department was considering this and a final decision was to be made on March 23.
  - ii. New classrooms in Rhodes Tower (as indicated in the Physics proposal) were not a priority for the Registrar's Office.

Dr. Charles Stinemetz  
25 March 2005  
Page 4

- iii. The storage space on the sixth floor should remain as storage, with no additional space provided for this purpose on the first floor.
  - iv. The Intro Physics lab (and associated storage/prep room) should be moved from the first floor to one of the large spaces upstairs.
- GIS is a multi-disciplinary group under the direction of the Physics department; the Physics proposal did not include any discussion of this space. It was generally agreed that the GIS lab should remain in Frazier-Jelke, but the GIS faculty member and the associated research lab would be ideally located upstairs with the other Physics faculty offices.
  - EAI will prepare another version of the Physics layout to be presented at the departmental meetings on April 12-14.
  - Classroom Allocations. EAI met with Glen Munson after the regular committee meeting to review classroom capacities and layouts in Clough, Palmer and Buckman. EAI will revise the floor plans accordingly

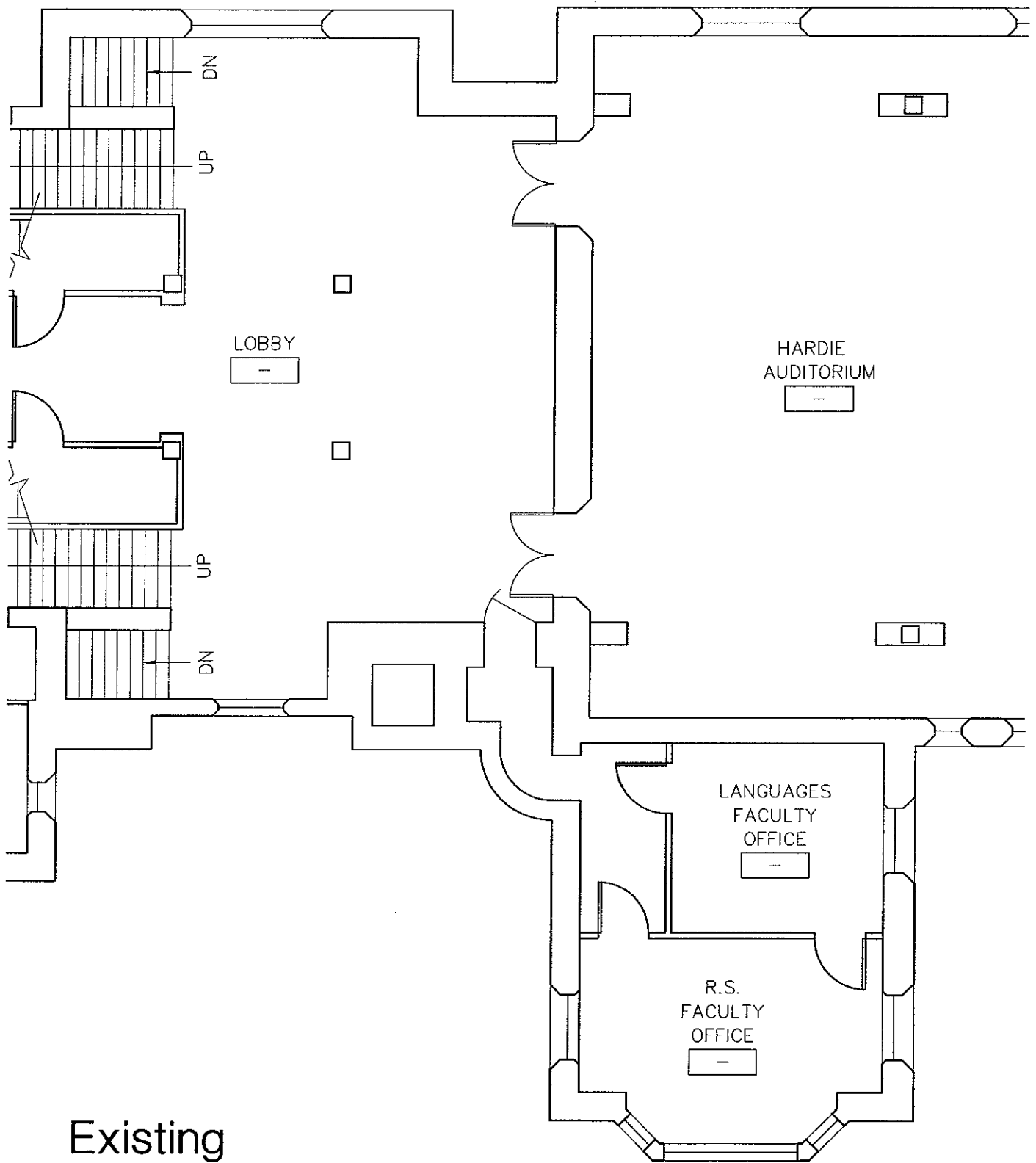
### 3. Next Steps

- Layout Revisions – EAI will revise the departmental layouts according to the above comments. Existing partitions will be reused whenever possible to reduce renovation costs.
- Departmental Meetings – It was agreed the layouts should be shown to the departments in a series of individual meetings during a two-day visit to campus by EAI during the week of the 11<sup>th</sup> of April. EAI will forward list of departments to Chuck Stinemetz. There will also be a Planning Committee meeting scheduled at the beginning of this visit, with Dean Llewellyn, Bob Johnson and Allen Boone invited to attend.
- Faculty Presentation – EAI is planning on presenting the departmental layouts to an all-faculty meeting on May 11<sup>th</sup>.
- EAI will include phasing recommendations with implementation plans to assist in sequencing of capital expenditure.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

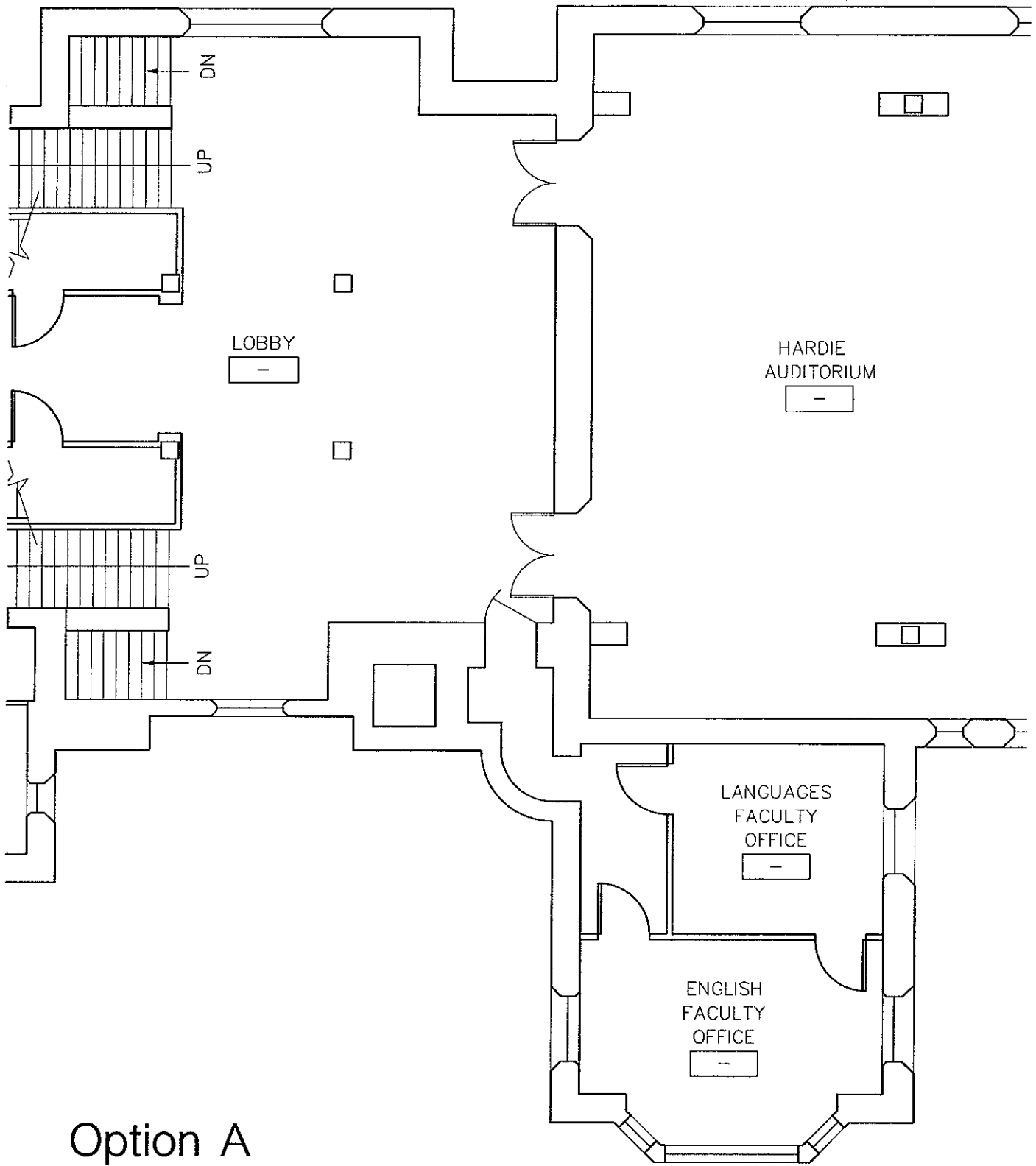
Matthew Ali  
Project Manager



**Ellenzweig Associates, Inc.**  
 Architects  
 1280 Massachusetts Avenue,  
 Cambridge, Massachusetts 02138  
 Telephone: 617-491-5575  
 Fax: 617-868-2318

Project: **Rhodes College  
 Academic Space Planning Study**  
 Title: **Palmer Hall  
 Second Floor Office Suite**  
 File:

Job No: 30414.00  
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 Date: 25 Mar 05  
 Drawing:

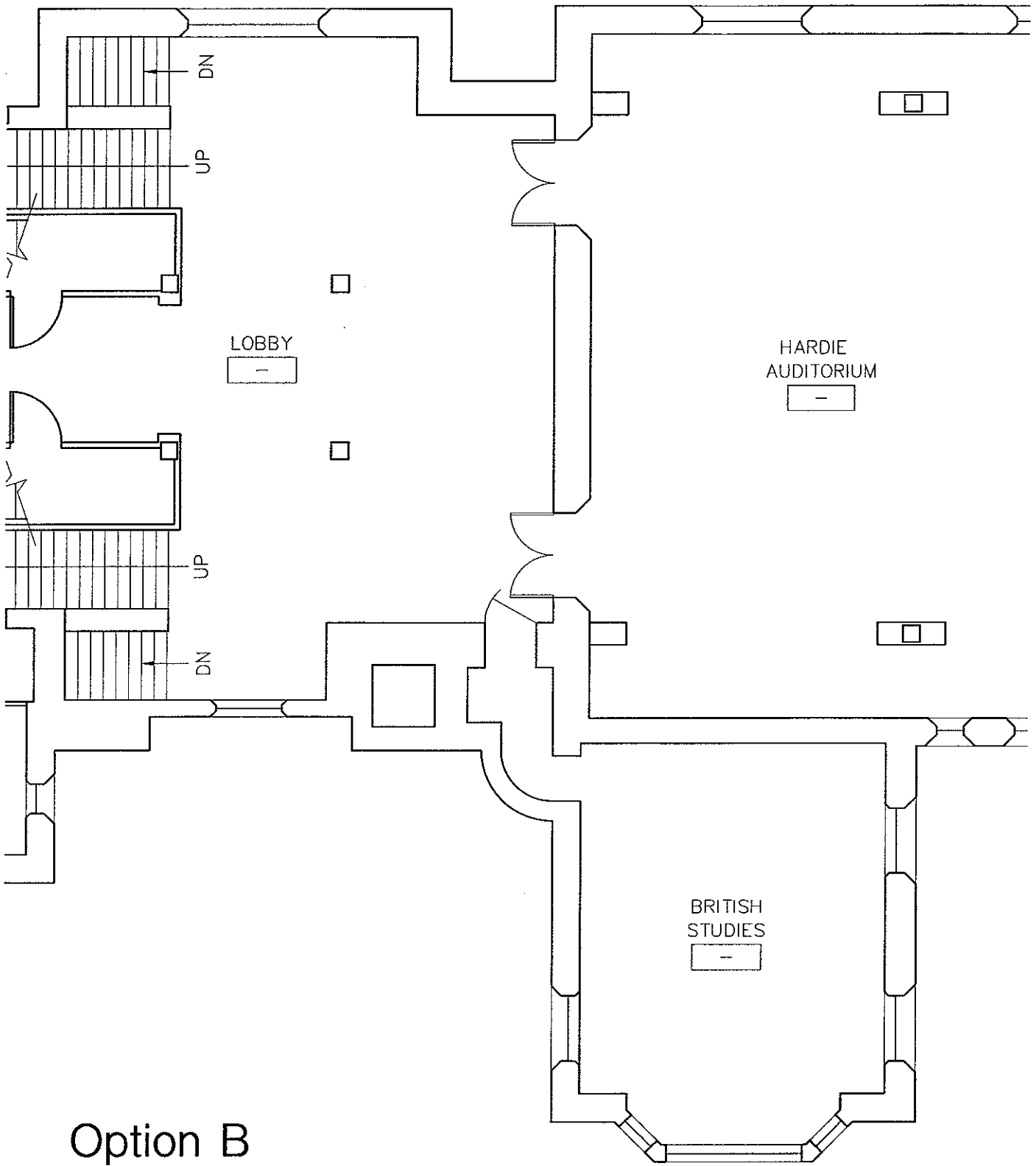


# Option A

**Ellenzweig Associates, Inc.**  
 Architects  
 1280 Massachusetts Avenue,  
 Cambridge, Massachusetts 02138  
 Telephone: 617-491-5575  
 Fax: 617-868-2318

**Project:** Rhodes College  
 Academic Space Planning Study  
**Title:** Palmer Hall  
 Second Floor Office Suite  
**File:**

**Job No:** 30414.00  
**Scale:** 1/8" = 1'-0"  
**Date:** 25 Mar 05  
**Drawing:**



# Option B

**Ellenzweig Associates, Inc.**  
 Architects  
 1280 Massachusetts Avenue,  
 Cambridge, Massachusetts 02138  
 Telephone: 617-491-5575  
 Fax: 617-868-2318

Project: **Rhodes College  
 Academic Space Planning Study**  
 Title: **Palmer Hall  
 Second Floor Office Suite**  
 File:

Job No: 30414.00  
 Scale: 1/8" = 1'-0"  
 Date: 25 Mar 05  
 Drawing:



Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Planning Committee Meeting  
13 April 2005

Attendees:

Bob Llewellyn, Dean  
Allen Boone, CFO  
David Jilg, Theatre  
Glenn Munson, Registrar  
Larry Hamlet, International Studies  
John Olsen, Assoc Dean for Student Affairs  
Brian Foshee, Physical Plant  
Charlie Lemond, ITS  
Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd  
Michelle Mattson, Modern Languages  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution:

Attendees

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) gave a brief introduction to the process to date and then presented proposed plans for academic space for all departments on campus. The presentation also included an overview of the proposed changes to classroom spaces on campus. These documents were made available to the committee members after the meeting.

The study so far has included all academic buildings; the presentation included all buildings except Hassel Hall and the new theatre addition. The planning team has proposed some changes in Hassel Hall which will be included in subsequent presentations; work in the new theater addition will be included only to track the new classroom space and new faculty offices.

2. Comments made by committee members:
  - a. Buckman Lecture Halls
    - Bob L. requested whether improvements to Buckman 108 and 110 could be made without major structural modifications. ML advised that the planning team would investigate potential improvements to these spaces further.
  - b. Vacated ITS space in Palmer

Dr. Charles Stinemetz  
7 October 2005  
Page 2

- There was some discussion regarding the space being vacated on the third floor of Palmer now occupied by Bob Johnson's office suite. The proposed academic plan utilized this space for the office of British studies and an additional English Dept. faculty office, to locate all English faculty offices on the third floor. Allen Boone advised that he understood that the president had intended to use this space for dining facilities as part of the President's suite. Bob L. suggested that there be discussion regarding the use of this space, in light of the overall intent and specific recommendation of the Academic plan. Subsequent to the meeting, there was further discussion as to whether the area now occupied by Admissions could be considered for use as the President's dining suite.
  - c. Summer construction work
    - Allen Boone inquired as to what part of the proposed plan could be implemented this summer. The general consensus was that space in Buckman could be considered for renovation work, including the two new lecture rooms on the second floor (either full-fledged renovation or limited to new furniture and A/V upgrades as necessary) and the revised departmental layouts on the third floor. The committee agreed to discuss this further at subsequent meetings.
  - d. Space in the basement of Barret
    - The committee inquired as to what use the planning study would recommend for the unoccupied space in the basement of Barret. There was no departmental use identified or proposed for this space; possible uses could be for swing space for various departments during renovation work, and as a location for prototype classroom layouts.
  - e. May 11 presentation at the faculty meeting
    - This presentation is meant to provide an overview of the progress of the study to date, including the proposed revisions to departmental space as well as revisions to classroom layouts/types. Several ideas were suggested regarding this meeting: post the latest drawings /images on a website; display drawings in Orgill prior to and after the faculty meetings; include members of the planning committee in the pre-and post-presentation discussions of the plan. Further discussion of this presentation was to occur in a separate meeting between Chuck, John and Michael
    - An additional question was whether a presentation should be made to the president prior to the faculty meeting; the committee will pursue this further.
  - f. John Olsen requested an overall count of faculty offices before and after the proposed changes; Ellenzweig will provide.
3. There was general discussion of the benefits of the plan, with respect to providing greater departmental identity and utilizing under-used spaces on campus.

Dr. Charles Stinemetz  
7 October 2005  
Page 3

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Lauber', with a stylized, cursive script.

Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Department of Art Meeting  
13 April 2005

Attendees:

Victor Coonin, Chair, Art  
Erin Harmon, Art  
David Jilig, Theatre  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented proposed layouts of Clough Hall, which showed changes to various departments. For the Art Department, a clean Critique space was added on the second floor adjacent to the Drawing Studio.
2. Faculty had the following comments
  - a. After some discussion, faculty agreed that the current location of the new critique space was the preferred solution.
  - b. Consider relocating the shared administrative office to fourth floor
  - c. In the critique space, it would be preferable to close off the large window for added pin-up space, to maximize the usefulness of the room.
  - d. Several minor modifications to the plans were identified.
  - e. Could the Art Department share the Philosophy Department lounge space?
3. Regarding the schedule of the proposed renovations, it was noted that renovations in several other buildings had to precede the renovations to Clough; also, renovations in all buildings will be subject to overall funding availability.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,



Michael Lauber, AIA  
Principal

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Department of Economics and Business Administration Meeting  
13 April 2005

**Attendees:**

Pam Church, Chair, Economics/ Business Admin  
Daniel Arce, Economics/ Business Admin  
Nick McKinney, Economics/ Business Admin  
John Planchon, Economics/ Business Admin  
Debbie Pittman, Economics/ Business Admin  
Additional Faculty Members, Economics/ Business Admin.  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Larry Hamlett, International Studies and Planning Committee  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

**Distribution:**

Attendees  
Planning Committee  
Earlier Attendees

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented a proposed layout of the third floor of Buckman showing the Business/Econ Dept. occupying most of the area on the floor beyond the elevator, with most classroom spaces being changed to office uses. The existing Business/Econ Conf. room was relocated to room 330. Additional classrooms are being created on the second floor, and the existing lecture rooms on the first floor are being maintained.
2. Faculty members had the following comments:
  - a. Certain aspects of the layout regarding existing conditions on the third floor needed to be adjusted to reflect actual conditions (marked on the plan accordingly).
  - b. The administrative area should be enclosed in a separate space (as previously noted by the department) vs. an open area surrounded by faculty offices (as exists currently and as repeated in proposed plans).
  - c. Space for a faculty lounge was requested (not previously recorded in program).
  - d. The adjunct faculty office should be moved to an area designated in plans as student lounge; this space was deemed too small for a student lounge.
  - e. Departmental storage space needs to be maintained; could departmental storage occupy part of the attic area?

Dr. Charles Stinemetz  
7 October 2005  
Page 2

- f. Group study areas should accommodate 5 students; this could be accommodated in the student lounge.
  - g. It would be preferable to maintain a computer classroom in Buckman, rather than have to teach all such classes in Barret.
3. Further discussions with faculty yielded a revised layout which located the faculty lounge and the student lounge in the area currently occupied by classroom 334; the planning team will check on the impacts to teaching loads in the building based on de-commissioning this classroom space.
  4. Faculty provided additional comments after the meeting via e-mail; these comments provided additional thoughts regarding the configuration of and access to faculty offices, departmental storage, the administrative space, and student study spaces.
  5. The planning team will implement these changes and resubmit the plans for further departmental review.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,



Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Department of Political Science Meeting  
13 April 2005

Attendees:

Steven Wirls, Chair, Political Science  
Larry Hamlett, Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented a proposed layout for the third floor of Buckman which featured changes in the layout of the Political Science Department; this layout featured two additional offices, a faculty lounge, and separate work-study and administrative storage areas.
2. Steve advised that the new layout generally met the needs of the department.
3. Further Comments:
  - a. Since Political Science has many classes in a seminar format, it would be worth considering changing the "discussion-style" classrooms on the first floor for a seminar layout.
  - b. All classrooms in the building should be "smart room" – outfitted with baseline technology components.
4. Regarding the schedule for the proposed improvements, no definite plans have been made, but it is possible that some work in Buckman (classroom renovations, for instance) could be started this summer; more information will be available in the coming weeks.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,



Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Anthropology and Sociology Department Meeting  
14 April 2005

Attendees:

Peter Ekstrom, Chair, Anthropology and Sociology  
Carla Shirley, Anthropology and Sociology  
Susan Kus, Anthropology and Sociology  
Tom McGowan, Anthropology and Sociology  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented a proposed reconfiguration of the first floor of Clough which modified several aspects of the Anthro/Soc space, including creation of a separate student lounge (using one-half of the current library space), equalizing the four offices, and adding space for field storage in the location currently occupied by an Religious Studies faculty office. The plan also proposed to remove the small A/V/storage closet in classroom 102, and configuring this space with movable tables in a discussion format. The layout of classroom 100 could not be changed due to the large capacity required.
2. The department found the new layout generally acceptable, with a few comments, as follows:
  - a. The darkroom facility should be retained. This could be located in the back part of the space proposed for field storage.
  - b. The current storage area adjacent to the administrative office is dedicated to human relations area files; the proposed layout utilizes this area for other purposes so these files would have to be relocated, probably to the new library.
  - c. The COPC program requires a small office area for at least three years; this space is now provided in the Psychology area. New plans should provide for this space if the program is still ongoing when the renovation work occurs.
  - d. It was later noted that a space to accommodate an archaeology methods course should be found either in the basement of Clough or another location.
3. Regarding the timing of the proposed changes, it was noted that the implementation of the overall master plan was contingent on funding availability. Further, the proposed changes in Clough were dependent on several earlier steps in Clough and other buildings that would be necessary for



Dr. Charles Stinemetz  
27 April 2005  
Page 2

allowing the changes in the basement of Clough to occur. More information on the timing of the possible changes would be available at the next faculty meeting on 11 May.

4. EAI will revise the plans according to the comments above.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Lauber', with a long horizontal flourish extending to the right.

Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Biology Department Meeting  
14 April 2005

Attendees:

Chuck Stinemetz, Chair, Biology and Project Shepherd  
Jay Blundon, Biology  
David Kesler, Biology  
Gary Lindquister, Biology  
Michael Lauber- Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented revised layout plans of Frazier Jelke. These plans included: a new interdisciplinary lab and lab support space in the area currently occupied by the intro physics lab suite; a new animal facility in the area now occupied by Physics storage; a new demonstration room associated with the animal facility; revised layouts of many of the teaching labs; a revised layout in the current TEM suite; and changes to the lower level of Kennedy which added a student lounge and two new classrooms.
2. Faculty had the following comments:
  - a. There was general skepticism regarding the concept of an interdisciplinary lab, since there would be no single department in control of the space; it was suggested that this space be under the control of the Biology department, and that it should more appropriately be considered a "non-science-majors lab."
  - b. The proposed layout should be modified so that the neuroscience lab is adjacent to the animal facility (in the current location of the Physics Intro Lab), and the non-science majors lab is moved to the current location of the Neuroscience lab.
  - c. Regarding the revised layout of the teaching labs, the intro labs should retain their current layout, with no additional prep/instrument area carved out of the current space; it was acceptable to maintain the revised layout for two of the upper level labs; the new walls in these spaces should permit light from the courtyard to enter into the teaching lab area.
  - d. The new animal facility layout was generally acceptable as an initial concept study.
  - e. The proposed rearrangement of the TEM suite (as shown in a separate sketch) was generally acceptable.

Dr. Charles Stinemetz  
27 April 2005  
Page 2

- f. The opening from Frazier Jelke to Kennedy should be as large and have as much glass as possible, to create a strong connection between the buildings; there was also some discussion that the new lounge space created in Kennedy could be shared by both departments.
3. Regarding the overall status of the proposed changes, Chuck and Michael advised that the current planning study was meant to establish overall space allocations by department, and that further changes would occur as more detailed design studies were conducted. ML advised that renovation plans for the Biology department area would required more detailed study prior to actual renovation work.
4. Regarding the timing of renovations, it was noted that revocations in several buildings would be required prior to full-scale renovations in Frazier Jelke. Further, any renovation work would be subject to funding availability.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Lauber', with a stylized flourish at the end.

Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Department of Greek and Roman Studies Meeting  
14 April 2005

Attendees:

Kenny Morrell, Chair, Greek and Roman Studies  
Michelle Mattson, Modern Languages and  
Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented a proposed layout for the GRS department space, located on the fourth floor of Halliburton Tower. This layout included four faculty offices, an administrative area and a large area that would be dedicated to lounge and instructional purposes, as described in the program summary. It was noted that the current plan was intended to establish an overall allocation of space by department via a plausible space layout, but was not intended to be a final space configuration.
2. Faculty comments were as follows:
  - a. The location and layout as shown was generally acceptable.
  - b. The faculty suggested an alternate office layout, with offices on one side only similar to the layout on lower floors.
3. Regarding the timing of the proposed changes, ML advised that several initial renovations (to Palmer, Burrow, and Buckman) had to occur prior to the work taking place in Halliburton Tower, so the work involving Greek and Roman Studies is several years out at best. Also, all renovation work is subject to funding availability.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,



Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: History Department Meeting  
14 April 2005

Attendees:

Lynn Zastoupil, Chair, History  
Tim Huebner, History  
Gail Murray, History  
Additional Faculty Members, History  
Erin Lawton, History Major  
Tonya Mosley, History Staff  
Michelle Mattson, Modern Languages and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Lynn Zastoupil advised that the History faculty had previewed an earlier version of the plan to be presented on this date, involving relocation of the History department to the second floor of Buckman; he described faculty reaction as "some in favor, some opposed, some neutral."
2. Michael Lauber (ML) presented a revised layout, which included 11 faculty offices (vs. nine in the first iteration). In this layout, faculty offices were generally smaller than in the initial layout, and three faculty offices did not have access to windows. The administrative function was located in the open area at the center of the office suite (similar to Political Science), as opposed to the enclosed office in the current layout in Clough.
3. Faculty comments were as follows:
  - a. All faculty offices should have access to windows.
  - b. The faculty offices in the new layout did not represent much of an improvement in terms of size from the current arrangement in Clough.
  - c. The administrative space should be accommodated in a separate office;
  - d. There was some concern about noise in the suite arrangement, but also some comments that this would encourage a more collegial environment than with offices arranged along a corridor.
  - e. There was some support for the proposed relocation.

Dr. Charles Stinemetz  
27 April 2005  
Page 2

4. After some discussion regarding the above issues, ML and the faculty evolved a revised layout with the following modifications:
  - a. The administrative function was relocated to the space formerly occupied by the student-faculty conference room.
  - b. The history student lounge was re-located to the space formerly occupied by a general-use break-out space on this floor.
  - c. One faculty office was located in the space formerly allocated to the student lounge, along the main corridor.
  - d. The remainder of the offices would be rearranged to provide an exterior window into all but one office, and several of the offices would be enlarged from the sizes in the plan presented.
  - b. This revised layout creates faculty offices with the following square foot areas:
    - 1 x 200 square feet
    - 4 x 155
    - 1 x 175
    - 5 x 190
    - Average area: approximately 175 SF

Current areas of faculty offices are as follows:

    - 1 x 92 square feet
    - 1 x 100
    - 8 x 115
    - 1 x 203
    - Average area: approximately 122 SF
  - c. The planning team will revise the proposed plan accordingly, and will seek further comments from the History Department faculty.
5. Regarding the timing of the proposed changes, it was noted that renovations in Burrow, Palmer and Buckman had to be accomplished prior to the changes under consideration for the History Department; further details regarding timing would be available at the faculty meeting on 11 May 2005.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,



Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Philosophy Department Meeting  
14 April 2005

Attendees:  
Patrick Shade, Chair, Philosophy  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

Distribution:  
Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented a proposed re-configuration of the upper floors of Clough with relocated the Philosophy offices to the third floor; each office was approximately 150 sf. The plan also included a Philosophy department lounge. The shared administrative area (for Philosophy, Religious Studies and Art) was also located on this floor.
2. This layout was found to be generally acceptable.
3. Regarding the timing of the proposed changes, ML advised that several initial renovations (to Palmer, Burrow, and Buckman) had to occur prior to the work taking place in Clough, so the work involving Philosophy was several years out at best. Also, all renovation work is subject to funding availability.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,



Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Physics Department Meeting  
14 April 2005

## Attendees:

Shubho Banerjee, Physics  
Ann M. Viano, Physics  
Brent Hoffmeister, Physics  
Carol Ekstrom, Physics/Geology  
Chuck Stinemetz, Chair, Biology and Project Shepard  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

## Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented a revised layout for Rhodes Tower and Frazier Jelke in the areas currently occupied by the Physics Department. This layout retained Geology/GIS labs and office space and shop spaces on the first floor, but relocated the intro teaching lab and associated storage space to the second floor. It also assumed that the current storage space on the first floor would be allocated to a new animal facility for use by Biology and Psychology. The upper floors (3-5) included two general-purpose classrooms, and otherwise generally replicated the layout prepared by the Physics department after the first set of plans were submitted by the planning team.
2. Comments from faculty on these plan layouts were as follows:
  - a. Additional time would be required to review and comment more fully on the proposed layouts.
  - b. Relocation of the Physics library to Barret was still being discussed within the department. In the plan presented at this meeting the space previously allocated to the library was replaced with a 24-person registrar classroom.
  - c. Storage as proposed, without improved access to sixth floor (elevator and second stair), was unacceptable.
  - d. Regarding the relocated teaching lab (on second floor), faculty expressed some concern about giving up the space on the first floor; the proposed layout of the teaching lab on the second floor seemed workable, however, although the faculty needed more time to review and comment.



Dr. Charles Stinemetz  
27 April 2005  
Page 2

- e. Regarding the proposed interdisciplinary lab proposed on the first floor, this did not seem workable, due to lack of clarity about departmental "ownership."
- 3. ML said the planning team would recommend fixing the elevator to utilize space on sixth floor, and would explore the possibility of adding the second stair to the sixth floor, with help from Brian Foshee. Chuck advised that the planning committee would review these issues and make a recommendation.
- 4. Regarding the timing of proposed improvements, Chuck noted that implementation of the entire plan was subject to funding availability, and that there were a number of renovation activities required in other buildings prior to the work in Rhodes Tower. Given these realities, renovations in Rhodes Tower could be five years out.
- 4. Planning team will await further response from Physics Dept prior to making any further revisions.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,



Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Department of Psychology Meeting  
14 April 2005

Attendees:

Marsha Walton, Chair, Dept of Psychology  
Mark Smith, Psychology (Education)  
Robert Strandburg, Psychology  
Chris Wetzel, Psychology  
Chuck Stinemetz, Chair, Biology and Project Sheperd  
Larry Hamlet, International Studies and Planning Committee Representative  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented proposed plans of Clough which showed modifications to the layout of the Psychology department on the first floor. This layout modified the entire area currently occupied by Psychology to provide the spaces included in the Psychology program. The layout also proposed locating one faculty office on the second floor, in a space currently occupied by the administrative office for Rhodes Cares, and proposed locating storage for the department in the space on the first floor currently occupied by copy machines; this function would move to the second floor.
2. Faculty had the following Comments:
  - a. Rearrange the layout on the second floor to locate the office of African-American Studies in the office adjacent to Robert's office, and maintain Rhodes Cares administration in current location; the copy center would move to the former office across the hall.
  - b. Classrooms capacities okay as shown.
  - c. Classroom 114 must be improved from an A/V perspective. The current set-up has the projection screen on the short wall; this does not work well due to distance from teaching wall to students in the back of the room. A better set-up would be to put the presentation surface on the long wall, but Marsha reported that the campus technology staff had advised that this was problematic. The Planning team will investigate this issue and pursue this solution further.
  - d. Regarding faculty mailboxes, the new admin. office is larger than the current office, and would include faculty mailboxes.

Dr. Charles Stinemetz  
7 October 2005  
Page 2

- e. Work study could be accommodated in the new administration office and/or in the new student lounge.
  - f. Subsequent e-mail from the department clarified some aspects of the existing conditions and requested additional windows in certain areas. The planning team will research the feasibility of adding these windows.
3. Regarding schedule, it was noted that work in several other buildings (Burrow, Buckman and Palmer) had to precede work in Clough, due to phasing considerations. Also, all renovations are naturally subject to funding availability.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Lauber', written in a cursive style.

Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

27 April 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Religious Studies Department Meeting  
14 April 2005

Attendees:

Mark Muesse, Chair, Religious Studies  
Chuck Stinemetz, Chair, Biology and Project Shepherd  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)

Distribution:

Attendees  
Planning Committee

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Michael Lauber (ML) presented a proposed rearrangement of the space in Clough to accommodate Religious Studies. This plan located all faculty offices for Religious Studies on the fourth floor, relocated from many locations across campus. The plan also included a Religious Studies Departmental lounge on the fourth floor. The plan relocated the shared administrative office to the third floor.
2. Faculty comments were as follows:
  - a. Overall layout was very good, and would meet the needs of the department.
  - b. The number of faculty offices required should be adjusted to 13 (vs. 15); this will permit maintaining some of the office partitions in their current locations.
  - c. The shared Administrative office on the third floor was acceptable, but it would be advisable to split this space into two components: one for the administrative function, and a second for work-study.
3. Regarding the timing of the proposed changes, ML advised that several initial renovations (to Palmer, Burrow, and Buckman) had to occur prior to the work taking place in Clough, so the work involving Religious Studies was several years out at best. Also, all renovation work is subject to funding availability.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,



Michael Lauber, AIA  
Principal

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

12 May 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Academic Space Planning Study

Subj.: Planning Committee Meeting  
11 May 2005

Attendees: Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd  
David Jilg, Theatre  
Glenn Munson, Registrar  
Larry Hamlet, International Studies  
John Olsen, Assoc Dean for Student Affairs  
Brian Foshee, Physical Plant  
Charlie Lemond, ITS  
Michelle Mattson, Modern Languages  
Michael Lauber, Ellenzweig Associates, Inc. (EAI)  
Matthew Ali, EAI

Distribution: Attendees

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Scope of Summer Renovations

- General Strategy – It was agreed the approach to the renovations should be concentrated on a select group of rooms to be fully renovated including furniture, base-line A/V; lighting fixtures and new ceiling; carpet; wall painting and wood refinishing where applicable. These rooms would demonstrate both the architectural and furnishing concepts decided upon with the faculty and Planning Committee. In general, the following guidelines were agreed upon in respect to selection of the rooms to be renovated:
  - i. Prototypes should be distributed to maximize access to various departments
  - ii. Provide variety of layout and furniture types to test different design concepts and teaching styles
  - iii. Renovations should be in rooms with no prior A/V installation
- Buckman Renovations –
  - i. Room 216 – This room, currently without any A/V equipment, was selected to be fully renovated as a lecture classroom. The furniture layout here would be semi-permanent rows of tables; these would be ganged together but may be reconfigured between semesters as conditions warrant.
  - ii. Rooms 212 and 214 – These rooms will be fitted-out with existing furniture on campus, as an interim step before future renovations. Chairs will be reused from 212, 214 and 216; the Committee will investigate tables on campus that may be used in these rooms. EAI will sketch layouts for these rooms using the dimensions of the existing furniture as

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confirmed by the Committee. *EAI will draw layouts using 24" and 30" depth tables as a starting point.*

- After some discussion regarding potential rooms eligible for summer renovations, Clough 313 and Palmer were selected for full renovation. Clough 313 will be a discussion style layout (rectangular donut) with tables on casters; Palmer 205 will be outfitted with an updated version of tablet arm chairs. These rooms are not considered "smart" classrooms at this point.
- Funding for these renovations will be discussed with senior administration.

## 2. Furniture Selection –

- EAI provided initial furniture information for chairs, tablet arm chairs and tables with costing information (note list price is usually discounted between 50 -65%). Some samples have arrived on-site already and more may be ordered. EAI will submit recommendations to the Planning Committee.
- It was noted that the College usually allows for approximately eight weeks of lead time to order furniture. Typical summer timetables assume an order deadline of June 1 for a delivery of August 1.
- EAI received the lectern design for Barret library from Judith Rutschman and will review for use in summer renovation projects.

*Later review of the samples in the Crain Reception area resulted in a preference for some models; these are reflected in the Summer 2005 Furniture Selection chart attached.*

3. Math Department Layout – EAI distributed a departmental layout of Ohlendorf Tower, including two options for the third floor library space. Option 2, showing a 20p seminar room (control of which would be assigned to the Registrar's office) in this space as well as a Math lounge and Math help/support area, was preferred by the Committee. Chuck Stinemetz will forward to department for review.
4. Buckman 108/110 Layout – EAI presented layout options for these two rooms. It was agreed Option B, with a capacity of 38p, was preferred. Additional row-to-row depth would be created with cast-in-place concrete. Space was created at the front of the room by eliminating the hallway pockets for the doors and swinging the doors into the room. Other items for renovation include new fixed tables and swivel-base chairs with casters and the architectural items typical of other summer renovation items.
5. Enrollment Analysis – Matthew Ali distributed an analysis of utilization based on actual enrollment in classes. This analysis suggested the number of seminar rooms should be around 14- the current proposed plans include 10 seminar rooms. This was not seen as a problem as the classes with less than or equal to 20p may always use the larger discussion classrooms. EAI will not adjust the plans.

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager

encl

Harry Ellenzweig, FAIA  
Miltos Catomeris, AIA  
Michael C. Lauber, AIA  
Janet Deutsch Ross, AIA

23 May 2005

Dr. Charles Stinemetz  
Chair, Department of Biology and Project Shepard  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690

Re: Classroom Renovations

Subj: Planning Committee Meeting  
Classroom Design Meeting  
Thursday 19 May 2005 11:00 a.m. – 12:00 p.m.

Attendees:	Distribution:
Chuck Stinemetz, Chair, Dept of Biology and Project Shepherd	Attendees
David Jilg, Theatre	
Glenn Munson, Registrar	
Larry Hamlett, International Studies	
John Olsen, Assoc Dean for Student Affairs	
Brian Foshee, Physical Plant	
Charlie Lemond, ITS	
Michelle Mattson, Modern Languages	
Matthew Ali, Ellenzweig Associates, Inc. (EAI)	

Dear Chuck:

The following is a summary of discussions held during the above-referenced meeting.

1. Matthew Ali introduced the plan layouts for Buckman 216, Clough 313 and Palmer 205. Plan and reflected ceiling plan layouts with a plan option for Buckman 216 and furniture configurations for Clough 313. The following directions were agreed upon:

- Buckman 216:
  - i. The base option was selected; it was agreed not to move the door.
  - ii. The current ceiling is 8'-3", a dimension that feels too low for the size of the room. This dimension was demonstrated in the Planning Committee meeting and it was agreed the ceiling should be higher (9'-0"). Brian will request input from facilities engineers to determine the feasibility of raising the ceiling in this space, which may impact the existing ductwork.

*The presence of a main electrical feed conduit at 9'-2" requires some consideration regarding raising the ceiling in this room.*

- Clough 313:
  - i. Base option selected, with projection on North wall.
  - ii. Provide alcove to allow for furniture storage with wing wall on north side of alcove
  - iii. It was observed the flexible furniture layouts in this room are a positive element.

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- Palmer 205
  - i. It was agreed to increase the tablet arm chair count in this room to 24.

2. Furniture – The document “Summer 2005 Furniture Selection” was distributed outlining furniture recommendations for the three rooms, including list prices for the furniture (to be discounted by the distributors by as much as 50-60%). The Committee members were asked to reference the furniture matrices provided during the previous Planning Committee meeting. Brian noted a sample of the tablet version of the Torsion on the Go chair by KI had been delivered to the campus. There were no objections raised during the meeting to the recommendations.
3. Lectern – Sketches of a preliminary lectern design were distributed for comment, showing possible locations for the Crestron controller and flat-screen monitor; the design also incorporates a flip-up shelf for reference papers. EAI will add a keyboard tray to the design. Charlie will discuss this design with Judith Rutschman for inclusion in the renovated classrooms.
4. Lighting – Light fixture product information was distributed including the Litecontrol fluorescent linear pendant and the Focal Point Avenue A recessed board light. There was some discussion regarding the dimming system to be used, with the conclusion that fine control of light levels was not required and the switched fluorescent was an acceptable means of dimming the light levels. It was noted that this system was not adjustable and is not an exact means of determining light levels.

*Sunshading is also an important element to the rooms. Each window will receive two types of shades – one for total blackout for projection, the other with 5% opening for room darkening only.*

5. Room Controls – There was general agreement to provide dual switching of lighting controls in the rooms- one set at the entry door, onset near the podium. Regarding integration into the Crestron unit, Charlie will discuss this with ITS personnel.
6. Finishes – A brief introduction of the scope of work required to select finishes was provided by Matthew, with some discussion regarding design direction following.
  - Images of Connecticut College and MIT were distributed to solicit feedback regarding design direction of the classrooms. It was agreed the look of the classrooms will be based on the elements of the Connecticut College design, including the use of wood in the furniture. It was thought Clough could benefit from a more streamlined look.

*It should be noted that wood edge treatment on the tables can increase the cost of the table by as much as 80-90%.*

- David suggested the colors in the exterior stone of the buildings could inform the finish selection; this could lead to a harmonious relationship between the exterior and interior.
7. Finish Selection Process – Chuck suggested a sub-committee to address design issues of the classrooms as a means of quickly responding to furniture and finish selection; this will help assure the schedule is met for the fall semester. Brian Foshee, David Jilg and Charlie Lemond will make up the Design Sub-Committee with Chuck acting as facilitator.
    - EAI will develop interior design boards to be shipped to Chuck by end of next week for review by the Design Coordinating Committee.



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*Comments on these boards should be received by 1 June 2005 in order for EAI to make final furniture and finish recommendations. These items will then be ordered by Rhodes College based on these recommendations.*

We trust these notes accurately describe the items discussed at the meeting noted above. If anyone receiving a copy of these meeting notes has any comments or revisions to the above, please notify this office within five days.

Sincerely,

Matthew Ali  
Project Manager