DATE: January 21, 2011

PRESENT: Amy Childs, Cathy Chen, Aaron Lao, Nancy Wang, Janet Xu, Robin Smeath, Margot Bell (Co-Chair), Julie Mitchell (Co-Chair)
GUEST: Doug Brigham

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>ITEM</th>
<th>Summary</th>
<th>Action Items</th>
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<tr>
<td>1.</td>
<td>Approval of agenda</td>
<td>Approved</td>
<td>FYI</td>
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<td>2.</td>
<td>Approval of November minutes</td>
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<td>3.</td>
<td>Follow up on action items from November meeting</td>
<td>As recommended by Student Advisory Committee, classroom services is now placing current schedule on the classroom doors of IKBLC.</td>
<td>FYI</td>
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| 4.     | Koerner Library 3rd floor renovation | Doug Brigham from UBC Library presented blueprints for a proposed renovation of Koerner Library 3rd floor. Below is a summary of the discussion questions and feedback from committee:  

What kinds of things would you like to do in this space? What do you want the area to achieve?

- i-Pads for all
- Welcoming and technologically rich
- Easier to find study space in Koerner | Doug to report progress on renovation. |
4. Koerner Library 3rd floor renovation (con’t)

What kinds of things would you like to do in this space? What do you want the area to achieve? (con’t)

- General information person that could point you in the right direction/information kiosk
- It’s hard to know where to start in Koerner to find books—it’s broken up in a way that’s hard to find
- Screen that indicates the hours of each library and how full they are

What does welcoming mean to you?
- Soft seating: padded chairs!
- Comfortable chairs
- Good natural light, warm, intimate lighting
- Low tables not as useful (for science students)
- Soft tablet chairs
- Foot stools
- Like to be able to move things around, flexible space
- Part of appeal is the orderliness of the space
- Lots of plug ins!!
- Microwave
- Clear demarcation of food policies, if there is a food service, make it clear you don’t have to eat to study there

What would impress you?
- A clock
- Water refill stations
- Potted plants, greenery—use these to divide space
- a program that would indicate if computers would be available would be very useful—Langara has this

General Feedback
- Don’t try to mix quiet and group space in the same area—that fact that it’s the entry way would not make it conducive to the quiet study space
- Long tables evokes quiet study, smaller tables evokes group study
- Displacing computer lab could be a problem—check usage levels
- Quick and easy printing is important—is there a way to get rid of log on/off process? It slows things down
- Even with a laptop, computer workshops are appreciated
- Stand up island really useful (to pack up/place stuff when coming/going)
- Koerner doesn’t have a general place to get questions answered
- Is a food outlet possible? Something like Ike’s. Agreement on a food service and one open in the evenings.
- Coffee tables not useful for science students
- Low lighting, calmness is something that is appreciated. Adaptive space, rather than policy

- JM to follow up on Arts 1 closing at 5:30pm
- JM and MB provide a summary of the Learning Commons
Margot and Julie posed general discussion questions to the group to get input on IKBLC and the Chapman Learning Commons.

**What do you know about the programs here?**

- IT help desk
- Coaches corner—not sure where
- Venue—hosting events
- AMS Tutoring
- Classrooms, meeting rooms, haven’t heard much about programs
- Online site, blogs
- Learning Commons website useful
- Students working in the CLC are really helpful
- Writing Help, Math Help
- Coming into building it’s hard to know what’s going on
- Before joining committee, haven’t heard of the CLC

**What are your impressions of the Chapman Learning Commons?**

- Impression is the CLC is a silent study area—it’s always quiet in here!
- Furniture, old school style. It being blocked by glass walls is what makes it seem like quiet study
- Round tables are the only place that could talk, and they are used by student services
- Very calming space in the CLC, sense of relief, lighting is dimmer. Calming space
- Cozy, club chairs

**How do we let students know about our services? How do we create awareness of programs?**

- Directory of what help can I get where
- Lack of presence on level 2 with respect to services upstairs
- Directory like in a mall: Description of the services. No brochures
- At VPL: Bulletin boards and directory
- Announcements when things are happening
- What’s happening today . . . (just in time is effective). Clarify who is it attended for. Pre-registered, open to all.
- Physical presence is important
- UBC Events website a good model
- Communicating: many of the programs are for people who don’t know they need the programs
- Academic services are trying to penetrate from the outside
- Transfer students need a specific focus
- First year parents
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<th>Discussion Questions</th>
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<td>5.</td>
<td><strong>How do we let students know about our services? How do we create awareness of programs? (con’t)</strong></td>
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<td></td>
<td>- Need to have professors promote it within their classes</td>
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<td>- Notices outside of classrooms</td>
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<td>- Write event details on whiteboards, class announcements</td>
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<td><strong>How many of you have used our services?</strong></td>
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<td>4: No 2: Yes</td>
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<td>6.</td>
<td><strong>Proposed topics for next discussion</strong></td>
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<td>- Learning Commons website</td>
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<td>- How can we bring some of these spaces to people (i.e. Education library—30 hours of classes a week). Relevant and over a lunch hour.</td>
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<td>- What sort of sessions you'd like to see</td>
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<td>- Commuter students: Resource access</td>
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Meeting adjourned at 4:55pm.  
Next meeting scheduled for: **TBA**