River Architects conducted on-site review meetings with English, Foreign Languages, Office of Multicultural Affairs, and the Dean's Office.

**English:**
1. Student Organization needs to be two separate spaces. Jack Bushnell provided a drawing showing new locations.
2. Separation from the reception area to the corridor to be glass and a door in lieu of a security grille.
3. Area needed within the reception space for mail and printing. Jack proposed taking some space out of the work room and incorporating it into the reception space.

**Foreign Languages:**
1. Reception area to have two work stations to the northwest.
2. Separation from the reception area to the corridor to be glass and a door in lieu of a security grille.
3. Soundproofing needed at the restroom wall.
4. Language Lab:
   - Clusters of round tables with computers.
   - 30 stations needed.
   - Archival room will have student workers and will need a ½ door or window for distribution of materials.
   - Front of room instruction.
5. Library/Film Viewing Studio:
   - Soundproofing.
   - Large screen and projector.
   - 20 to 22 seats.
   - Soft chairs on casters with large swing-away tablet surfaces preferred.
   - Library/Resource area with carrels, bookshelves, and files.
   - Room darkening needed. Separation from resource area via bookshelves. Locate windows to the west rather than north.
   - Archival room could be located inboard.

**Office of Multicultural Affairs:**
1. Relocate Gear-Up hot desks to the north.
2. Work area adjacent to three south offices.
3. Provide glass at entrance to Resource Center from reception area.
5. Resource Center needs area for student computer stations.
6. Students typically keep their belongings (coat, backpack, etc.) with them at their chair. Storage for these items not necessary.
7. Work area needs storage for projects.
8. Desk unit for Gear-Up and the hot desks to be similar.

9. Provide space for a minimum of 14 students at the open work area.

10. Two people at the reception desk at 60sf each.

College of Education & Human Sciences – Dean’s Office & Teacher Education:
1. Revised office layouts well received.

2. More area needed within work room, less in the storage room. Provide space for a small desk near the door of the work room.

3. Counter at the hallway to have a sink and upper and lower cabinets.

4. Provide coat hooks at the wall east of the general storage room.

5. Lateral files to be used in the Secure Storage Room.

6. Omit wall extension at the Dean’s Office waiting area.

7. The use of lateral files to create separation in the support staff area of the reception was accepted.

8. Round table or lounge seating to be used for waiting area.

9. Show two lateral files in the northern Professional Staff Office.

10. The Director Office currently included with the Center/Institute for Educational Leadership is needed, but the other two are questionable. Gail Scukanec recommended keeping these spaces.

11. The servery area within the Center/Institute for Educational Leadership needs to be a room.

12. Conference Room 3G to be titled Meeting Room.

13. Reorganize the staff offices per direction given at the meeting.

Education Studies & Special Education:
1. Special Education reception area can be reduced. Increase size of work room. Slide the testing room and group study room to the east. Increase and divide the large group study room.

2. Move the Instructional Media Cart Storage to the empty space at the corner.

3. There will be no Grad Assistants in the Education Studies reception area. There should be space for two Program Assistants and one student. Provide seating for 10 to 12 students in the waiting area.

4. Provide access to the Instructional Media Center from the faculty hallway.
Student Success Center:
1. A program summary and floor plan was given to River Architects.
2. Lockable file/storage needed in the work room. Move door to the center and use east wall for files and bookshelves.
3. Computer stations should have one computer and two chairs per station.
4. Large Group Tutoring Room:
   - Title to be Meeting Room.
   - Provide glass at entire east wall with a door.
   - Seating for 12.
   - Slide west wall 3’
5. Staff Offices:
   - Privacy, light, and noise are three major concerns.
   - Transom window to be provided above and adjacent to the door.
6. Tutoring Lab:
   - White boards needed.
   - Too many bookshelves shown.
   - Acoustical separation between areas discussed.
7. Academic Skills needs space for three workers at the reception area.
8. Academic Skills needs a resource room for files, storage, etc. that are access daily within the Tutoring Lab.
9. Storage room oversized.

Meeting Notes by: Michael J. Adler, Associate AIA

This constitutes our understanding of the issues presented. Contact River Architects, Inc. via phone at (608) 785-2217, or e-mail m.adler@river-architects.com if there are any discrepancies.