Date: May 5, 2000
To: Beth Simmons, Planner - Finance and Facilities
From: Brad Peters, Director, WAC/Associate Professor - English
Subject: University Writing Center
PO #1000

Background and Justification:

The College of Liberal Arts and Sciences has recently employed a full-time coordinator for Writing Across the Curriculum. One function of this coordinator is to establish a University Writing Center where students can obtain group as well as individual instruction and tutoring in writing.

Currently there is a very small Writing Center located in Reavis 306A with the more limited focus of providing support largely for students in the First-Year Composition courses. The University Writing Center's mission would be much expanded, and will include services for undergraduate and graduate students, faculty, and staff in all departments and colleges across campus.

Student Housing and Dining services has agreed to commit space for the University Writing Center in the south lower level of Stevenson Towers. This is a hall for upper-division and graduate students, who will benefit from this Writing Center as much as lower-division students. Parking is available to the west of Stevenson for both students and staff. There is bus service to Stevenson.

The University Writing Center will include a smart classroom designed for 25 students using computers or assembled at a table for discussion. There will be areas outside the smart classroom where tutors can help students work on writing assignments. The plan calls for a few cubicles where a tutor and one or two students can meet with more privacy and quiet. There will also be computers outside of the smart classroom for individual work.

Staffing will include a daytime secretary who makes student appointments with tutors and schedules classes in the smart classroom. During evening hours, a student receptionist will attend to simpler secretarial duties. Full-time staff will include a director, two supportive professional staff, and a technical director who will do technical training as well as manage the computers, file server, and technical equipment. There will also be approximately 10 teaching assistants trained as writing consultants in different disciplines and 10 undergraduate peer tutors.

Description of Scope of Work:

*Due to budgetary limitations, we would like separate estimates from each trade for the different portions of the project. Estimates should be broken down as much as possible in case budgetary concerns demand portions of the project to be eliminated.
The writing center will utilize the entire lower lounge of Stevenson South including the 4 adjoining rooms. General descriptions of each room follow:

**The Lower Lounge (Smart Classroom):**

The center section of the lower lounge will be a Smart Classroom. The room will have half glass (top half), half drywall walls to allow a continuous view of the entire writing center from any viewpoint. Window treatments (Vertical Blinds) will cover all the windows of the smart classroom from the inside. A new drop ceiling will replace the old two level drop ceiling. The new drop ceiling should be installed at the highest point possible. Communication BUS conduit should be included around the entire room to allow for ease of networking. BUS track will be installed below station table height. Computer station tables should have legs that accommodate the break metal vents along the south walls of the classroom. Lecture tables and computer station tables should be the same height. The entire classroom will be carpeted.

The old lighting fixtures will be removed. New lighting will be installed to provide the computer workstations, the instructor raised level, and the lecture tables with the best lighting possible. The Smart Classroom lighting will be zoned to allow for choices in room illumination. The raised level should be one zone, the computer stations should be another zone, and the lecture tables should be a third zone. Light switch control will be at both entrances to the Smart Classroom.

Lockable doors will be installed at each entrance to the Smart Classroom as indicated on the attached sketch. Hardware will include the new best lock core system that the residence halls are using in Douglas and Stevenson South. The exact core configuration will be decided by the English department in conjunction with Student Housing and Dining Services when the project nears completion.

The smart classroom will include 25 networked computer stations for the students and one instructor station at the south end of the room. The instructor station will be configured to control the student computer screen displays. Additionally, a “Smart Board” will be installed on the south wall. The smart board will be configured to allow displays from any computer in the room. Furniture will include 30” X 42” computer station tables for all 25 students, one instructor station table/podium, ten 30” X 60” tables for the lecture configuration in the center of the room, 26 computer chairs, and one printer stand.

**Lower Lounge (General use writing center area):**

There will be two cubicles (one on the southeast and one on the southwest wall walls of the lower lounge) installed. The cubicles will have a clear plastic window. The fabric and metal frame will match the carpet. The cubicle dimensions should be roughly 12’ X 6’. Within the cubicle there will be a desk with locking file cabinets as the right and left supports. There will be three chairs and a small round table at the opposite end of the cubical to be used for small group discussion and work. Next to the cubicle on the east end will be a storage cabinet for storing lab supplies.
There will be four hexagon shaped tables (diameter = 6’) included in the general use area. Each table will include seating for 6 students. The tables will be custom built to accommodate two computers within the pedestal center. Each table will have two LCD monitors and two extending keyboard trays that will be installed under the tables. Additionally, a network “jack” will be installed in each table top to allow laptops “plug-in” when working at these stations. Power and network connections will be brought to these tables, by way of a trench dug in the concrete floor, from an external wall. A power strip will be installed inside the pedestals. Small air circulating fans (2 in each pedestal) will be installed to keep the computers from overheating.

There will be 6 general use computers using the same tables as are being used in the Smart Classroom. The computers will have network connections. These six stations will be positioned against the east and northeast walls as indicated on the attached sketch. Network jacks and electrical outlets will need to be installed to accommodate these 6 stations.

A receptionist station will be purchased and installed at the west end of the lower lounge. The receptionist counter should be designed to have the receptionist facing the primary entrance (northwest entrance) to the writing center. The station will include space for the receptionist, lockable file cabinets below the counter tops, a computer, a telephone, phone jack, network connection, electricity, and space for the general access printer on the counter top. The receptionist will also need a computer chair. The receptionist counter should match the fabric and metal frame color of the cubicles.

There will be lounge furniture positioned between the Smart Classroom and the restrooms. Included will be:

5 sitting chairs
4 end tables
1 couch
1 coffee table
1 serving buffet
4 lamps (securable) w/ network jack built into lamps

**Director’s Office:**

The northwest office will be divided into space for the director of the writing center and for two supportive professional staff members. The dividers will match the fabric and metal from the cubicles. Electricity, telephone and network jacks will be installed within the dividing walls. Dividers should be positioned as indicated in the provided sketch. A computer, desk, office chair, and phone will be provided for each staff member (Total of 3). The two SPS staff will have two reception chairs in each of their offices. The director will have two reception chairs, an end table, and a coffee table in their office. All three staff members will share a common printer. All three desks will include locking file cabinets built in. A printer table is also necessary. Vertical blinds will be installed over the glass windows of this office space.
**Technical Director / Server Room:**

The technical director/server room is an old kitchen. The Dwyer kitchen unit will be removed and plumbing will be capped off. Two storage cabinets will be positioned on the west wall. The technical director will need a desk, office chair, telephone, printer, and computer. The desk will have locking file drawers built in. The server will be installed on the north wall. Network connection and phone jack will be installed near desk placement. Special server connections will be involved. An air conditioning unit should be installed in the room to assist with keeping the server cool all year.

**Staff Room:**

There will be a 96” X 36” table on the east side of the room with matching chairs for 6. Additionally there will be a small round table with seating for three on the west side of the room. The kitchenette will remain. The stove and burners should be checked to make sure they are functioning, as should the refrigerator. A fire extinguisher should be mounted on the wall near the kitchen. A coat rack for 15 coats should be mounted on the east wall. This is the only room where VCT will be installed instead of carpet, as food preparation will take place here.

**Conference Room:**

The conference room will have eight 60” X 30” tables set up in a rectangular configuration. Seating for 20 will be necessary. A 60” white board will be installed on the north wall of the conference room. A small table will be purchased for the phone to sit on as denoted in the attached sketch. A phone jack will be installed near the phone table.

**Bathrooms:**

The bathrooms will be made ADA compliant. Stalls may need to be widened. Grab bars should be installed. Sinks, paper towel dispensers, soap dispensers, and mirrors should be set an appropriate height. Door locks should be moved to the ADA recommended height. Any tile that is broken or has holes drilled through should be replaced with matching tile. The lighting should be considered for an upgrade.

**All Rooms:**

All rooms contain 9” X 9” floor tile. These tile (and the mastic that secures them to the concrete floor) need to be abated prior to room construction. Motion detectors and door contacts are requested for all rooms and all entrance doors. Alarm pad will be installed on the west wall above the receptionist counter. Ceiling fans should be mounted throughout the lab and general use space to enhance air movement. Matching trash receptacles will be purchased to accommodate the Smart Classroom, the general usage areas, and the four adjoining rooms. Re-lamping the entire lower lounge and adjoining rooms will be considered.
Crafts / Consultation Needs:

I. Architectural and Engineering Services
   • Electrical Engineer (Sufficient Lighting & Power concerns)

II. Interior Design

III. Academic Computing Services (ACS)

IV. Media Services

V. Telecommunications

VI. Physical Plant
   • Carpenters
   • Electricians
   • Plumbers
   • Heating Plant (Consultation – Vent Cleaning/ Air flow/ HVAC)
   • Painters
   • Masons
   • Key Control
   • Furniture Repair
   • Refrigeration

A & E:

• Determine additional power source specifications to handle the new lighting, the Smart Board, 45 computers, multiple ceiling fans, a cooling unit in the server room, and the alarm system.
• Advise crafts of location of needed new safety equipment (extinguisher placement, sensor / detector placement, pull box placement). An attention to aesthetics should be made if at all possible.
• Confirm that plans for door hardware, door placement, and wall placement will not conflict with fire code.
• An Electrical, Communication, and Data Bus Bar will be installed around the Smart Classroom to accommodate the power and networking needs of the classroom. With the help of ACS and the electricians, plan the power supply needs for the Bus Bar.
• Coordinate the ABT abatement of the lower lounge and adjoining 4 rooms prior to construction.

Interior Design:

• Make recommendations for the color and style for the carpet for the lower lounge, and the adjoining 4 rooms. Also make recommendations for vertical blinds for the Smart Classroom.
• Offer suggestions along with pricing for the following equipment:

3  Storage cabinets
3  Circular tables (Radius 36”)
1  96” X 36” table
18  60” X 30” tables
2  Coffee Tables
5  End tables
4  lamps (securable) w/ network jack built into lamps
4  Custom hexagon tables (Carpenter shop may be involved)
39  Stacking Chairs
5  Office Chairs
20  Conference Room Chairs
6  Reception chairs
6  Desks w/ filing cabinets
1  Reception Desk
1  Couch
5  Sitting Chairs
2  Cubicles (12’ X 6’ with window)
1  Serving Buffet
1  White Board for the conference room

• Additionally, Interior Design may be asked to assist with the selection of the Computer Chairs, the Computer desks, the printer stands, and the instructor station.
• The English Department and Housing will approve all color and style selections prior to ordering. Upon selection with the English Department and Housing, order the furniture.
• Price and recommend trash receptacles / recycling receptacles that will match the lower lounge décor. Upon selection with the English Department and Housing, order the receptacles.
• Select and order wide blade, light blocking, décor matching, vertical blinds for the Smart Classroom windows and the Directors office windows. Interior Design may defer to Furniture Repair if it is more appropriate.

Academic Computing Services (ACS)

• Recommend, price, and install:

45 computers (25 for student use in the smart classroom, 1 for the instructor station, 4 for office use, 1 for the technical director / server, 6 for general usage, 8 for use on the hexagon tables with the LCD monitors)
1  General usage printer
1  Smart Classroom printer
1  printer for the directors office
1  printer for the Technical Directors office
8  LCD monitors
1  Network Server
• Order general package software, and the following software for the computers in the writing center:

  - Microsoft Office 2000 Premium  
  - Adobe Photocopy 5.5, CD Win  
  - Adobe Acrobat  
  - Adobe PageMaker v.6.5.2, CD W9x/NT  
  - Macromedia Coursebuilder/Dreamweaver 3 Bundle  
  - Quark Express 4.0 PC  
  - Adobe Framemaker v. 5.5, CD W9xINT  
  - RoboHELP (available through BlueSky; academic rep: Lisa Bistow)

• Additionally recommend and price furniture for the lab and general use computer stations including:

  - 31 Computer stations (legs must accommodate break metal registers) (Stations would preferably match the height of the lecture tables in the center of the classroom)  
  - 1 Instructor station  
  - 32 Computer Chairs  
  - 2 Printer stands

• Advise electricians as to exact placement of the Bus Bar. Also provide the electricians with information as to power supply needed for the computer stations, and power supply needed for the server.
• Configure the instructor station to control functions on the student computer monitors (Ex. Blank screen or student views what is on the instructor’s monitor or on the smart board).  
• Configure smart board to allow displays from any computer in the room (at the instructors discretion)  
• Provide electricians with table bottom height so that they can install the BUS conduit below the table tops.

Media Services

• Select, price, order, and install the “Smart Board” for the Smart Classroom. The Smart Board will be networked with the instructor’s station. Consult with the English department on selection of the Smart Board.

Telecommunications:

• Supply discrete network drops in each of the hexagon tables (4), and in the walls behind each of the end tables (4) in the lounge area.  
• Provide Network connections for 45 computers. Some will require dedicated drops, others can be ganged. Consult with the English Department prior to installation for clarification.
• Install a telephones (Power touch) at the following sites:
  Receptionist desk
  Director’s office (3 total)
  Technical Director’s office
  Conference Room

• Telecommunications may be asked to install the communication wiring to create the network in the lab. Router equipment should be discretely placed in the Technical Directors room.

**Physical Plant:**

**Carpenters**

• Three half glass / half drywall walls must be constructed to form the new Smart Classroom. The walls will encompass two of the support pillars. The attached sketch should assist in the visualization of the intended construction. Sheetrock the lower half and the header on the new walls in preparation for the painters to tape and mud.
• Install coat rack in the Staff room
• Install selected VCT in the staff room. Install selected cove base throughout the lower lounge and 4 adjoining rooms.
• Two doors will be hung within the newly constructed walls of the Smart classroom. The doors will have panic hardware and will swing out.
• Replace the current doors at the four main entrances to the lower lounge. These doors slide into place. Replace them with standard swinging doors. The new doors should have panic hardware and should swing out. Install new Best lock cores. The English Department and Housing will select the core combination near the end of the project. These entrances should be ADA accessible including the doorknobs.
• Install accessible hardware on the bathroom doors including relocating the deadbolt to an appropriate height.
• A large dry erase board will need to be installed on the north wall of the Conference Room
• Cove base that matches the new carpet will need to be installed after the carpet is put down.
• In the Smart Classroom, replace the existing two level drop ceiling with one level of drop ceiling at the highest point possible. Work with the electricians to determine light placement.
• Carpenters may be asked to build the 4 custom hexagon tables with computer storing pedestals and extending key board trays.

**Electricians**

• Recommend outlet placement for the Smart Classroom, both on the inside and outside of the new walls. Upon approval, install outlets.
• Remove old light fixtures in the Smart Classroom Section of the lower lounge.
• Install new lighting that will provide the computer workstations, the instructor raised level, and the lecture tables with the best lighting possible. The Smart Classroom lighting will be zoned to allow for choices in room illumination. The raised level should be one zone, the computer stations should be another zone, and the lecture tables should be a third zone.
- Light switch control will be at both entrances to the Smart Classroom.
- Recommend replacement lighting for the lower lounge general usage area and the 4 adjoining rooms. Upon approval, install replacement lighting.
- Light control switches for the lower lounge general usage area should be installed at the west entrance just above the receptionist counter, and at the north east entrance to the lounge. All other light control switches for the lower lounge general usage area should be removed.
- Remove and cover any abandoned switches.
- In conjunction with A & E, determine and install appropriate power supplies for the upgrades described above.
- Install ceiling fans throughout the smart classroom, the general usage area, and the 4 adjoining rooms. Fans should have separate zone and speed controls. The control switches will be located as follows:
  - Smart Classroom – Behind the instructor station on the south wall
  - General usage area – Behind the receptionist on the west wall
  - 4 adjoining rooms – Next to the light switches in each of these rooms
- Additional safety equipment may be required by A & E. At their advisement, install detectors, pull boxes, etc.
- Bring power supply from exterior walls to the hexagon tables.
- Install power in the receptionist desk and in the divider walls of the Director’s office.
- Bring appropriate power to the cooling unit and server in the Technical Director / server room. Refrigeration and ACS will assist in Advising the electricians of the power needed.
- Examine and make repairs to the Dwyer oven and range unit in the Staff Room.
- An Electrical, Communication, and Data Bus Bar will be installed around the Smart Classroom to accommodate the power and networking needs of the lab. With the assistance of ACS and A & E, coordinate and install the Bus Bar and its power supplies. ACS will advise as to the walls of the lab that will receive Bus Bars.
- Alarm the entire lower lounge and the two adjoining rooms that have accessibility to the lower lounge. Use both motion detectors and door contacts.
- Access the bathroom lighting. Make recommendations if lighting is insufficient or unattractive. Upon approval install new lighting.

**Plumbers**

- Remove Dwyer unit from old kitchen in the new Technical Director/server room. Cap off water supplies and drain inside wall if possible.
- Assess the existing bathrooms for accessibility. If necessary, widen or replace the existing stool stalls.
- Install grab bars in the existing bathrooms where necessary.
- Replace or relocate sink, paper towel dispenser, soap dispenser, and mirror at an appropriate height to accommodate persons with disabilities.
Heating Plant

• Provide consultation as to the airflow and vent cleaning ability necessitated by the new walls. Carry out installation of necessary HVAC equipment during construction.
• Relocate any un-used, incorrectly placed, or any obviously unattractive temperature control devices within the lower lounge.

Painters

• Patch and paint the existing walls in the lower lounge and adjoining rooms. Color selection will be made in conjunction with carpet and upholstery selections. A flat or eggshell finish (eggshell is preferred) is requested.
• Tape and mud the newly installed walls. Skim coat old walls in the adjoining rooms if necessary.

Masons

• Trench floor from exterior walls to hexagon tables to allow electricians to bring electrical and data to each table.
• In places where electrical boxes are abandoned, patch wall.
• Patch holes where water supply and drain existed after plumbers cap off in the Technical director/server room.
• In the existing bathrooms, patch any holes or replace any damaged tile with matching tile.

Key Control

• The English Department and Housing will select the cores to all of the entrances to the lower lounge and the 4 adjoining rooms. The cores will be the new style key core that is being used in Stevenson South and Douglas Hall. Core selection will be made in the final phases of the project.

Furniture Repair

• Furniture Repair will install carpet and vertical blinds at the specifications of Interior Design.
• Interior Design may defer selection and ordering of blinds to Furniture Repair.

Refrigeration

• Determine an appropriate cooling system for the Technical director / server room. Advise the electricians as to power supplies needed for the cooling unit.
• In the Staff Room, inspect and make necessary repairs to the refrigerator installed in the Dwyer unit.
Relationship with other projects:

This project will not interfere with other projects in the Student Housing and Dining Services 10-year plan.

Project Schedule:

The project can begin at any time. The lower level is not in use. Begin by February 2001. This project needs to be completed by July 15, 2001.

Funding:

Contact Person:

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