

MEETING MINUTES

Date: **Thursday, 14 July 2005**

Present: Ingrid Moisk Principal, Marion McVeety School
Sherman Martinson Educator, Marion McVeety School
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Purpose of Meeting: Educator Requirements Meeting

ITEM / DISCUSSION

1.1 General Discussion

- Provide areas to sit
- Provide areas for groups (pod stations)
- Supervision is required to all areas
- Group sizes of 3-5 students
- Maximum class size = 28 students
- Allow flexibility for change
- Student transition is the biggest point of loss in flow
- Transition must be quick and simple

1.2 The Instructional Process

- Allow for one primary and one secondary instructor
- Lessons come as mini-presentations (small steps)
- Allow for flexibility in the teaching process
- General lecture tables should convert to drawing stations (partner desks)
- Teacher's station may be a distinct pod (command central)

1.3 Spatial Breakdown

- Space to provide for a combination of Lecture and lab
- Use of visual imagery is crucial (see Star Lab Technology)
- Visual imagery enhanced through panoramic view
- No hidden corners

1.4 Student Stations

- Pod areas to include tables and storage
- Pods should be identical for student usage
- Pods may serve as retreat areas (pit or booth)
- Shapes can be used in pods
- Movable pods? (rotation)
- Allow pods for distinct curriculum sections
- Pod zones should be comfortable to provide for both work environment and social setting

1.5 Acoustics

- Good acoustics throughout the space
- Allow flexibility for sound

1.6 Lighting

- Natural light is essential
- Maintain a connection to the exterior
- Use windows, skylights
- Ensure darkening capabilities
- Provide ability to control lighting (natural and artificial)
- Allow lighting to alter the affects

1.7 Storage

- Allow storage throughout at each pod
- Storage in each area keeps the flow of students moving
- Allow for general storage

1.8 Technology

- Allow for data systems installations
- Technology zone: self-contained in a distinct zone in the space
- Allow for a total of 6 computer units (max);
- Computer units to be slightly removed/isolated
- Maintain supervision to computer zone

1.9 Exterior Access

- Exterior space is an asset in teaching and working
- Exterior spaces is used to establish a level of trust and fosters independence in the students

1.10 Display Areas

- Display areas may be used as a reference point
 - Reference for building as a whole
 - Reference for the individual class
- Display areas should only be viewed temporarily to minimize potential copying to easily complete a task

1.11 Additional Items

- Allow wet/dry, clean-up zones
- Keep the interior colours neutral
- Allow for colour personalization by the students