

Pratt

Pratt Institute School of Information

Space+Technology Committee: Plan AY 18/19

Updated: June 20, 2019

Recommended by the Space and Technology Committee on October 23, 2018.

Key: Items highlighted in **light yellow** are expected to be completed fiscal year 18/19 (July 1, 2018 to June 30, 2019). Items in **green** have been completed. Note that **software** required on computers is maintained through the [SI Technology in the Classroom](#) doc.

Space	Need	Plan to address	Estimated Cost	Priority	Due Date	Actual
PMC 601a PMC 601b	Space is cluttered with record boxes.	Investigate options for additional storage, such as sending off-site (e.g., Iron Mountain, Brooklyn campus).	TBD	Low		
PMC 603	Setup Prof. Bowler's office	Purchase new office chair, standing desk and bookcase. Paint office. Reappropriate iMac from other use at PMC. Make sure that used iMac meets needs. Install Atlas.TI and SPSS.	\$635 (Provost Office Funds)	High	August 2018	Complete August 2018
PMC 604	In general, space poorly supports faculty meeting with advisees or others because of shared office spaces.	Investigate options for supporting faculty advisement of students.	Unknown	Medium	--	Forwarded need to architects (Kliment Halsband Architects) and Pratt facilities dept in Jan 2018. Proposed plan in March 2018, which will not address core issue (insufficient space), thus plan was aborted.
PCM 604a	Pattuelli's office could use new paint	Paint office	0	Low	August 2018	Complete August 2018.
PMC 604b	Rabina requests a monitor that can be connected to	Purchase in September 2018.	\$200	Medium	Sept. 2018	Purchased and installed Sept. 2018.

	laptop for doing work like curriculum tables that need a lot of screen real estate.					
PMC 604c	Lopatovksa requests access to Atlas.TI and SPSS on her laptop.	Get VPN access so the site licenses can be accessed remotely, and install software onto laptop.	0	High	Nov. 2018	SPSS installed Nov. 2018. Lopatovska will look at Atlas.TI Cloud version and see if sufficient. May update - Only needed for 640, and new instructor for 640 doesn't use it, so no longer a need for Atlas.TI.
PMC 604d	Villaespesa requests that wooden bookshelf and fan be removed from office, and a new lamp installed.	Remove bookshelf and fan. Buy lamp.	\$50	Low	Oct. 2018	Complete Nov. 2018
PMC 606	23 Dell computers warranties expired in 2014, although seem to be holding up fairly well.	Replace with 21 new Dell computers (20 student and 1 instructor).	~\$30K	High	Purchase in March 2019, install in Summer 2019.	Complete June 2019.
PMC 606	AV switch does not provide the ability to connect a laptop.	Replace A/V switch with options for connecting a laptop.	TBD	High	Dec. 2018	Switch installed Feb. 2019
PMC 606	Make LCD monitor in back of room use HDMI (rather than VGA)	Change default settings on monitor and connect HDMI cable.	0	Medium	Fall 2018	
PMC 606	Amplifier blew out and needs replacement	Replace amplifier	September 2018	High	Sept. 2018	Complete Oct. 2018.
PMC 606	Special topics course INFO 697 Physical computing & Rapid Prototyping may have equipment needs.	Prof. Maceli develop plan of what is needed for course, and purchase in Dec 2018.	TBD	High	Jan. 2019	Purchases made as needed.

PMC 606	Provide access to 606 via swipe card	Load students via program codes and faculty/staff via department code.		High	Oct. 2018	Sent program codes to D. Marcinkowski on Oct. 10, '18. Program codes loaded in and testing confirms that it works.
PMC 606	Ethernet port issue near instructor workstation	Need to fix port		High	Feb. 2019	Ticket put in on Feb. 19, 2019
PMC 607	HVAC is loud and rattles. Mold appears to be in the vent.	Fix duct so that it does not rattle. Clean vent.	0	TBD	TBD	Discussed the loudness with Chief Facilities Officer in Dec. 2018 and he will look into. May 2019 - Facilities says that it is likely dust but will have it tested. Also, PMC 6 will have duct cleaning during Winter break 2019 into 2020.
PMC 608	2 iMacs in room--other than instructor workstation--are old and slow.	Install solid state hard drives to make them run faster. They have firewire built-in so have good compatibility with vintage scanners. Find USB-C to Firewire adapters for new Macs to support vintage scanners if and when the computers are updated.	0	Medium	May 2019	May update - Expect to replace with 2 new iMacs in Summer '19.
PMC 608	Getting Book Drive Pro working with new computer.	Setup Windows software on computer.	0	High	Jan. 2019	Complete Nov. 2018.
PMC 608	Students would benefit from using museum-quality professional photo scanner in course LIS 665 Projects in Digital Archives	Purchase Hasselblad Flextight X1 Scanner (available at B&H). Install Flextight software available on Hasselblad onto instructor workstation.	\$14,991	Low	Dec. 2018	Complete Oct 2018.
PMC 608	Provide the possibility of offering a Conservation Lab	Conservation Lab could be held in 702, with supplies available via moveable	\$816	Low	TBD	Purchase cart for boxes and boards. If

	course a Pratt Manhattan.	carts that are stored in 608. See plan here.				funds are available at end of AY18/19, purchase cart for other supplies.
PMC 609	Student complaint of HVAC too loud in this room. Need to investigate. Make sure that vents are not pointing at people's faces. Make sure heating is working		TBD	Medium		Moved vents out of people's faces on Oct. 22. Discussed the loudness with Chief Facilities Officer in Dec. 2018 and he will look into.
PMC 609	Stock cabinet with supplies relevant for Usability work.	Purchase supplies.	\$250	Medium	Fall 2018	Complete. Supply of Post-it notes have been purchased and MacDonald restocks as needed.
PMC 609	Classroom sound system needs to be restored		0	High	Fall 2018	Complete Oct. 2018
PMC 609	Supplies cabinet gets disorganized	Replace metal cabinet with storage system of drawers (per recommendation of Prof. Pavliscak).	\$159	Med	March 2019	Installed in March 2019.
PMC 610	Screen on the the left side of the room does not turn on when the AV "On" switch is activated.	Install control cable so that left screen turns on and sets to the correct input.	0	High	Fall 2018	
PMC 611	Need additional reel-to-reel tape player for use in INFO 668 Projects in Moving Image and Sound Archives with Passmore (archival work with WNYC recordings)	Purchase and install TEAC ¼ reel-to-reel tape player.	\$420	High	October 2018	Purchased and installed Oct. 2018.
InfoLounge	Students want additional power outlets for laptops and charging devices.	Add power outlet along wall shared with elevator shaft.	TBD	Medium	--	Two Powerball outlets installed in August 2018. Wall outlets complete Oct. 2018.

InfoLounge	Students want to charge mobile devices, such as cell phones.	Install cell phone charging station with frequently occurring connectors on 6th floor.	\$800	Low	--	Complete Nov. 2018.
InfoLounge	A student who is visually impaired requested additional lighting/lamps with the computers.	Request to LAC to purchase this lamp (and SI purchase the other), which has USB power options which could be useful to all students.	\$400 (\$200 from SI and \$200 from LAC)	High	Fall 2018	Complete Oct. 2018.
InfoLounge	E-Board is unreliable and cannot be controlled by SI (slide updates need to be emailed to IT)	Replace control system with new system that SI can configure. Buy larger, more modern screen.	0 (used existing IT monitor)	Medium	Spring 2019	Complete March 2019.
Online	Students sometimes express frustration with the number of emails from the listerv, and their reach/comprehension seems to be diminishing.	Explore alternative communication options that rely less on email, such as Slack. Or reconfigure how Google Groups is used (e.g., multiple groups).	TBD	Medium	--	Survey sent to SI Google Group in Nov. 2018. Update sent to community in Jan. 2019. Workshop about managing large quantity of email through Gmail/Google Groups to be held on April 9.
Online	Prospective and current students want to know what technologies are covered in what courses.	Create Google Doc of technology (hardware/software/tools) in each course. Add to website	0	High	Sept. 2018	Complete. Google Doc listing added to degree pages and updated " Information Technology " webpage.
Online	Portfolio submission/management system could use better security.	Run site over HTTPS and change password.	0	High	Nov. 2018	Complete.
Online	For portfolio, Mahara is being phased out in favor of Digication.	Have portfolio instructors move demo portfolios over to Digication and learn to use Digication. Teach Digication in workshops rather than Mahara. Make sure Web group sends out message telling community members how to	0	High	Dec. 2018	Complete.

		export static copies of their portfolios from Mahara. IT backup static copies of SI portfolios since Spring 2017 to archive website.				
General	While light switches allow you to control fluorescent lamps pointed up and down, faculty want to be able to turn off lights near the projected image while maintaining some lighting away from the projected image.	Add additional light switches to allow more control of lighting.	TBD	Low	--	Jan '18: Described need to architects (Kliment Halsband Architects) and Pratt facilities dept.
General	Need to improve Wi-Fi connectivity and reliability	Install fifth Wi-Fi access point on 6th floor using decommissioned unit from W18th St in room 602.	Covered in IT budget	Med.	Summer 2019	Complete March 2019.
General	Lockers do not always get cleaned out, and facilities has to go around and break the locks after SI office has identified a locker as not being registered.	Investigate the lockers - how useful do students find them? How can the locker lending program be improved?	TBD	Low	--	Complete. All 60 lockers are being used by students, faculty and staff; Vinette & office GAs will stay on top of them to make sure that occupant records remain up to date and lockers get cleaned out when students graduate. If a shortage of lockers occurs, need to ensure that students are given priority over faculty and staff.
General	Noise from the 7th floor because lack of insulation is distracting during classes. Sometimes, debris falls from the ceiling.	Cocciolo will describe this issue to the architect.	TBD	Low	--	Jan '18: Described need to architects (Kliment Halsband Architects) and Pratt facilities dept, and again in Dec. 2018. Suggested that

						furniture on wheels could correct the problem.
General	Need for a Usability lab that can accommodate 1 test subject, workstation, and eye tracking equipment. Ideally, would have 1-6 researchers be able to observe via 1-way mirror. Video capture and live-streaming is ideal, which could possibly act as replacement for mirror.	Create a pilot usability lab in room 602.	~15K	Medium	Fall 2018 (phase 1), Spring 2019 (phase 2)	Complete. Plan created and 15K funding allocated from Strategic Initiatives fund. Camera installed in Nov. 2018 and eye tracking system in Jan. 2018. Remaining issue: can we use a single login for Eye tracking system so that the files can be shared among users and setup is easily shared.
General	Building can be overheated in the winter and under-cooled in the summer, resulting in frequent complaints from students, faculty and staff.	Study and address heating and cooling issues on the floor.	Unknown	High	TBD	Issue brought to Chief Facilities Officer, March 2018
General	Investigate all classrooms and ensure there is ample ways to charge up laptops and mobile phones.	Visit each room and make corrections as needed	Unknown	High	May 2019	All rooms are adequate except 611, where some tables are so close to outlets they don't allow them to be readily used. Furniture moved back in June 2019 to allow easier access to outlets.
General	Enable people to fill their own water bottles with cold water.	Replace dual water fountains with a model similar to the one in the Pratt cafeteria , which includes a bottle water	TBD	Low	TBD	Need brought to Chief Facilities Officer in Dec. 2018.

		filling unit and indicates how many disposable water bottles have been saved through its use.				
General	Having a laptop that GAs and faculty can checkout (a floater laptop) could be useful for projects and presentations.	Buy laptop and make checkout list	\$2,052	Low	Dec. 2018	Complete February 2019.
General	Classrooms have older seating that is dated looking and in some cases are woobly, and mismatching.	Replace seating in classrooms with modern and durable seating. Prioritize classrooms that are most frequently used and not recently refreshed (order: 613, 612, 609, 602, 608, 609). Do upgrade in 613 this academic year.	\$5,600 for 25 chairs	Low		25x chair installation completed on May 16.
6 Floor Gender Neutral Bathroom	Door lock fails regularly (10-20% of the time), creating an embarrassing situation.	Replace lock or provide instructions on checking door is locked. Facilities department will not permit sign that does not have a braille option.	TBD	High	Fall 2018	Complete in December 2018.
Women and Men Restrooms	Restrooms have odor problems because there is not any ventilation (other than door opening/closing). Could benefit from being connected to a HVAC or at least a fan.	TBD	TBD	Low	TBD	Discussed issue with Chief Facilities Officer in Dec. 2018. Said that the vent should connected to exhaust pipe that exits on the roof- will look into if it is working properly.