



## ILCB QuickStart Guide Supplement

August 2020



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## Building Information

### *Building Location*

#### *Faculty Parking*

- Instructors will coordinate their own parking at the ILCB (as is the norm).
- If instructors do not currently have a University Business permit:
  - Departments may provide a University Business tag to allow instructors to park in either Stallings Blvd Garage or University Center Garage, but this decision is up to the department.
  - If you are interested in obtaining a business tag, faculty should request one through their department or should purchase one themselves through the TAMU parking office by visiting the parking website or logging into their parking account.
- Faculty who already have a business permit may use it to park outside of their regular garage/lot in garages around ILCB, such as Stallings Blvd Garage and/or University Center Garage.
- Please see the various [TAMU Parking Maps](#) to locate specific parking lots/garages that are available near the building and/or the [Live Garage Counts](#).

### *Building Features*

#### *Building Organization*

- **Building Identification**
  - Building Number: 1543



- Room numbers can be indicated two ways:
  - CRB ### (CRB represents “**c**lassroom **b**uilding”)
  - IILCB ###
- IILCB was formerly known as the 21st Century Classroom Building (21CCB).
- **General Building Organization**
  - 1st, Mezzanine (M floor), and 2nd floors
    - Student and/or classroom areas
    - Mezzanine
      - Storage Room (M105A) for faculty to prepare/store teaching equipment and classroom demos
      - Building Proctor’s Office (M102)
  - 3rd floor
    - Office spaces
      - Instructional Media Services (IMS)
      - Office for Academic Innovation (OAI)
      - Center for Teaching Excellence (CTE)
    - Secure Printing Room for exams (Room 307)
- **Final Building Floor Plans and Classroom Layouts**
  - [IILCB floor plans](#)
  - Classroom layouts are provided in the IILCB QuickStart Guide (under Classroom Features > Full Sized Room Layouts).



## *Full List of Building Features*

*Note: If the feature is color-coded on the floor plans, a color is indicated in parenthesis.*

- Booths/Carrels (neon green): 8 on the 1st floor, and 5 on the 2nd floor
- Dens (dark green): 3 on the 1st floor only
- Elevators/Stairs
- Market (pink) for coffee and grab-and-go food (1st floor Room 101)
- Project Breakout Rooms (orange): 6 on the 2nd floor
  - These rooms were designed to allow instructors to finish conversations with students after class to free up the classroom for the next class session.
    - Signs may be installed to give priority to instructors; however, a decision has not yet been made on this.
  - Open-use (rooms do not lock)
  - Whiteboards available
- Restrooms
  - Single-occupancy/gender-neutral restrooms (blue): on all floors (1st, Mezzanine, 2nd, and 3rd) near the elevator
  - Men's and women's multiple-occupancy restrooms (turquoise): on all floors except the Mezzanine near the elevator
- Secure Printing Room for printing/storing exams (3rd floor Room 307)
- Storage Room for faculty to prepare/store teaching equipment and classroom demos (Room M105A)



- Student Print Areas (brown): 1st floor (Room 106), Mezzanine (Room M101), and 2nd floor (Room 217)
- Study/Project Rooms (purple): 3 on the 1st floor, and 6 on the 2nd floor
  - Open-use (rooms do not lock)
  - All rooms except 118 have a display to which students can connect a device.
- Terrace: overlooks Simpson Drill Field; can be accessed via the 2nd floor near the main staircase/elevator (Room 211)
- Vending (yellow): 2nd floor near the elevators/single-occupancy restrooms (Room 218)
- Wellness Room for nursing mothers (gray): 3rd floor near the elevators (Room 300)
- **Other Building Features Not Shown on the Floor Plans**
  - Water fountains and/or water-refill stations are located near the restrooms across from the elevators.
  - Bipolar ionization ventilation system (see [this article](#) for more information)
- **Building Accessibility and Inclusivity Features**
  - Single-Occupancy/Gender-Neutral Restrooms
    - Single-occupancy/gender-neutral restrooms are available on every floor (1st, M, 2nd, and 3rd).
  - Accessible Doors
    - Walking-cane-detector strips are installed at all main entrances and at all classroom entrances.



- A push-to-open auto-opener is installed at one entrance of each classroom.
  - For example, if the classroom has four entrances, the push-to-open auto-opener will be at one of the four entrances.
  - Door auto-openers were installed on doors with accessibility in mind (i.e., along the most accessible route from the elevator on the second floor to the classroom).
- For all other doors, auto-openers are not a code requirement, and all the entrances meet ADA requirements without the auto-openers.
- Fire-Resistant Smoke-Protected Area of Refuge
  - This is an area where an individual, who is unable to use the stairs to evacuate the building from the second floor, can call for evacuation and await rescue in the event of a fire.
  - The individual would push the call button that is connected to the TAMU radio room and would communicate with the radio room personnel. Then, the individual would go to the adjacent corridor to await fire rescue. Instruction signs on the second floor provide direction for individuals who may need to use this building feature.
- For classroom accessibility information, see the Classroom ADA Accessibility Features Supplement section of this Supplementary Guide.



## ***Classroom Features Supplement***

- ***Classroom Layouts***

- Classroom layouts are provided in the ILCB QuickStart Guide (under Classroom Features > Full Sized Room Layouts).

- ***Table/Chair Numbering Systems Supplement***

- All seats are numbered in all classrooms.
  - A seat number is attached to each individual fixed seat or is attached on the tabletop of rooms with moveable seats.
  - Arena seats are numbered like stadium seating (e.g., seat 210A is in Section 200, Seat 210, Row A).
- Row labels are stenciled on the floor except in the Small Learning Studio, which has no rows.
- Tables are labeled with a row number and a letter in the (Large) Tiered Learning Studio. Seat numbers are affixed to the tabletops in these rooms.

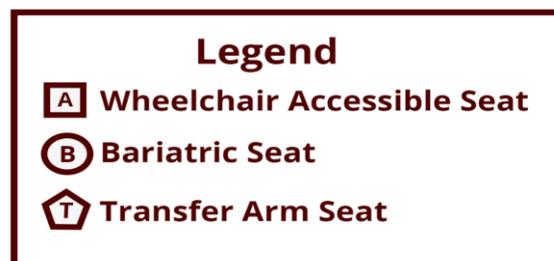
- ***Classroom ADA Accessibility Features Supplement***

- **Assistive Listening Systems**

- Each classroom has assistive (or assisted) listening available.
- Some antenna devices are located high on the wall, and others are located above the ceiling.
  - Antenna devices were installed depending on how much space was available above the ceiling to install the antennas.



- Regardless of their location, all antennas function the same way, if the instructor talks into their microphone, the assistive listening system will pick up their speech.
- **Accessible Classroom Seats**
  - Accessible Seats Indicated in the Classrooms
    - Handicap accessible seats, including wheelchair-accessible seats and transfer-arm seats, are marked with the handicap symbol on the upper-right corner of the padded backrest.
      - The aisle-side armrest of a transfer-arm seat opens out for a person to slide into the seat from a wheelchair.
    - Bariatric seats (wider than the “average” seat) are marked with an asterisk on the upper-left corner of the padded backrest.
  - Accessible Seats Indicated on the Classroom Layouts
    - Wheelchair-accessible seats: letter “A” with a square around it
    - Bariatric seat: letter “B” with a circle around it
    - Transfer-arm seat: letter “T” with a pentagon around it





- **Accessible Seat Type(s) Available in Each Classroom**
  - Small/Medium/Large Arenas and Fan Lecture
    - Wheelchair-accessible seats provided in two variations:
      - Companion seats at tables
      - Freestanding small writing table that a wheelchair can fit behind
    - Designated aisle seats with a transfer-armrest that opens out for a person to slide into the seat from a wheelchair
    - Designated bariatric aisle seats (wider than the “average” seat)
  - Learning Studios and Tiered Learning Studio
    - Wheelchair-accessible seats with a companion seat at a table
  - Small/Large Tiered Collaboration Rooms
    - Wheelchair-accessible seats with a companion seat at a table
  - Egg Classroom
    - Wheelchair-accessible seats with a companion seat at a table
- *Miscellaneous Classroom Features*
  - Each classroom has a unique chair fabric to designate the rooms from each other.
  - All classrooms feature:
    - Cameras for lecture capture and conferencing
    - Power outlets at all seats
    - A digital room scheduler at the classroom entrance
      - Displays class schedules and room availability
  - Arenas feature:



- 360-degree views of the lectern and projector screens
- Round-rotating lectern
- Throwable padded microphones to pick up student questions
- All classrooms except the arenas and Small Learning Studios have confidence monitors at the back of the classrooms opposite of the lectern.
- Small writing tables (called tablets) in classrooms with fixed seats, such as the arenas, are unbiased for handedness. The tablets are large enough that they are good for both left-handed and right-handed writers.

## ILCB QuickStart Guide Supplement: Policies

### *Building Policies Supplement*

- *Parking Policies & Information*
  - **Handicap-Accessible Parking**
    - For handicap-accessible parking near the building, please see the [TAMU Parking Map](#).
  - **Staff/Employee Parking**
    - ILCB staff/employees must obtain their own parking (as is the norm). Please refer to the [TAMU parking website](#) to purchase a permit.
    - If TAMU employees have a University Business parking pass, it is recommended that they use it to access/exit the Stallings Blvd Garage.
    - Please see the various [TAMU Parking Maps](#) for specific parking locations near the building.



- **Visitor Parking for ILCB and/or the Center for Teaching Excellence (CTE)**
  - ILCB and/or CTE visitors should park in the Stallings Blvd Garage as it is the closest garage to ILCB. There will be no specific parking spaces reserved for visitors in the Stallings Blvd Garage.
  - Visitors to the CTE offices in the ILCB will take a white ticket when they enter the garage. After visiting the CTE, the CTE will give them a green ticket they can use to exit the building. The parking fee will be charged to the CTE.
  - Please see the [TAMU Visitor Parking Map](#) for specific visitor parking locations near the building.

## ***Emergency Policies Supplement***

- *Emergency Procedures*
  - Emergency procedures (such as fire, medical, severe weather, and personal safety) will potentially be posted near the front entrance of the building and will be in the Building Proctor's office as well (Room M102).
  - Fire and safety policies are the Building Proctor's responsibility. If you have any questions about emergency procedures, please contact Brandy Cobbs, ILCB Building Proctor, at [brandy.cobbs@tamu.edu](mailto:brandy.cobbs@tamu.edu).
- *Standard Emergency Exit Plans*
  - Standard emergency exit signs are provided in the building to guide occupants to the nearest exit; exits are marked.



## ***Scheduling Policies Supplement***

- *Non-Teaching Scheduling*
  - For non-teaching scheduling requests (such as those listed below), please use the [ILCB Non-Teaching Use form](#) available on the [ILCB website](#).
    - Recitation
    - Evening exams for large classes
    - Special events and one-offs (meetings, conferences, poster sessions, etc.)
- *Class Scheduling*
  - To schedule spaces for class, please contact the scheduling group in the TAMU Registrar's Office at [scheduling@tamu.edu](mailto:scheduling@tamu.edu).
- *Building Tours & Classroom Visits*
  - To schedule building tours and classroom visits, please contact Brandy Cobbs, ILCB Building Proctor, at [brandy.cobbs@tamu.edu](mailto:brandy.cobbs@tamu.edu).

## **ILCB QuickStart Guide Supplement: Need More Support?**

### ***Where Can I Get More Support? Supplement***

- *Brandy Cobbs: ILCB Building Proctor*
  - **Office Location and Contact Information**
    - Office Location: ILCB Mezzanine (M floor) Room M102



- Contact Information
  - Email: [brandy.cobbs@tamu.edu](mailto:brandy.cobbs@tamu.edu)
  - Phone: (979) 458-0105
    - This office phone number forwards to her cell phone.
- **Availability/Work Schedule**
  - Monday through Friday: 8 a.m. - 5 p.m.
  - Weekends: Only for emergencies
- *Extended LMS and IMS Support Hours*
  - Learning Management System (LMS) and Instructional Media Services (IMS) support will be extended to 10 p.m. on school days.

## ***Frequently Asked Questions Supplement***

- *What is the Food and Drink Policy for ILCB?*
  - Food will not be allowed inside of the classroom. Spill-proof drinks are allowed inside of the classrooms.
- *Scheduling FAQ*
  - Who do I contact to schedule non-teaching requests for ILCB spaces, such as recitations, evening exams for large classes, and special events/one-offs (meetings, conferences, poster sessions, etc.)?
    - For non-teaching scheduling requests, please use the [ILCB Non-Teaching Use form](#) available on the [ILCB website](#).
  - Who do I contact to schedule ILCB spaces for class?



- To schedule spaces for class, please contact the TAMU Registrar at [registrar@tamu.edu](mailto:registrar@tamu.edu).
- *Who do I contact for building tours and classroom visits?*
  - To schedule building tours and classroom visits, please contact Brandy Cobbs, ILCB Building Proctor, at [brandy.cobbs@tamu.edu](mailto:brandy.cobbs@tamu.edu).
- *Bus Route and Parking FAQ*
  - **Which buses stop at/near ILCB?**
    - To arrive at/near the building from **off campus** by bus, take the 15 Old Army, 35 Hullabaloo, or the 40 Century Tree bus routes, which will let you off on the north side of the Memorial Student Center (MSC).
    - To arrive at/near the building from **on campus** by bus, take the 03 Yell Practice, 03-05 Nights & Weekend, or the 05 Bush School bus routes, which will let you off on the east side of ILCB or near the Coke or Student Services Buildings.
    - More information on bus routes can be found on the [Transit Service website](#).
  - **What handicap-accessible parking is available near ILCB?**
    - For handicap-accessible parking near the building, please see the [TAMU Parking Map](#).
  - **What are the closest lots/garages to park near ILCB?**
    - For the closest parking spaces/lots, please see the [TAMU Parking Map](#).



- **What visitor parking is available for ILCB or CTE visitors?**
  - ILCB and/or CTE visitors should park in the Stallings Blvd Garage as it is the closest garage to ILCB. There will be no specific parking spaces reserved for visitors in the Stallings Blvd Garage.
  - Visitors to the CTE offices in the ILCB will take a white ticket when they enter the garage. After visiting the CTE, the CTE will give them a green ticket they can use to exit the building. The parking fee will be charged to the CTE.
  - Please see the [TAMU Visitor Parking Map](#) for specific visitor parking locations near the building.
  
- **What parking is available for ILCB staff/employees?**
  - ILCB staff/employees must obtain their own parking (as is the norm). Please refer to the [TAMU parking website](#) to purchase a permit.
  - If TAMU employees have a University Business parking pass, it is recommended that they use it to access/exit the Stallings Blvd Garage.
  - Please see the various [TAMU Parking Maps](#) for specific parking locations near the building.
  
- **What faculty parking is available for ILCB?**
  - Instructors will coordinate their own parking at ILCB (as is the norm).
  - If instructors do not currently have a University Business permit:
    - Departments may provide a University Business tag to allow instructors to park in either Stallings Blvd Garage or University Center Garage, but this decision is up to the department.



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- If interested in obtaining a business tag, faculty should request one through their department or should purchase one themselves through the TAMU parking office by visiting the parking [website](#) or logging into their [parking account](#).
  - Faculty who already have a business permit should use it to park outside of their regular garage/lot in garages around ILCB, such as Stallings Blvd Garage and/or University Center Garage.
  - Please see the various [TAMU Parking Maps](#) to locate specific parking lots/garages that are available near the building and/or the [Live Garage Counts](#).
- *Will TAs and/or faculty have office hours in ILCB?*
  - Due to the COVID-19 pandemic and the associated social distancing and cleaning policies, we are not encouraging additional meetings in ILCB. TA and/or faculty office hours have not yet been determined for “normal” semesters but will be discussed with the ILCB Building Proctor.
- *Will clocks be provided in the classrooms?*
  - Due to COVID-related delays, clocks will not be available for Fall 2020. Instructors are advised to use a cell phone as a timekeeping device. Clocks will likely be in place for the Spring 2021 semester. We apologize for any inconvenience.



- *Will dry-erase markers, whiteboard erasers/cleaner, and pencil sharpeners be provided in the ILCB classrooms?*
  - At this time, we are unable to guarantee that these items will be available for Fall 2020, but they will likely be offered for Spring 2021.
  - We suggest that faculty err on the side of caution and bring their own dry erase markers and whiteboard erasers just in case they are not available in the rooms, which may be a prudent practice during the COVID pandemic.
  - We also suggest that faculty instruct their students to purchase their own whiteboard supplies for active-learning classroom activities.
  
- *What resources (such as whiteboard supplies, activity kits, exam carts, and exam kits) will be provided for faculty who teach in ILCB?*
  - At this time, we cannot guarantee that resources, such as whiteboard supplies, activity kits (dry erase markers, whiteboard erasers, classroom layouts, and signs to coordinate various active learning activities), exam carts, and exam kits (pencil sharpeners, extra pencils, and privacy dividers), will be available for Fall 2020, but they will likely be offered for Spring 2021.
    - Regarding whiteboard supplies and activity kits:
      - We suggest that faculty bring their own dry erase markers and whiteboard erasers in case they are not available for their own use in the classrooms and that they require their students to purchase their own whiteboard supplies for active-learning classroom activities. Having whiteboard supplies for personal use may be a prudent practice during the COVID pandemic.



- Regarding exam carts and exam kits:
  - It is important to note that faculty must plan and coordinate their own exams in IILCB. Please see the Exam Planning Resources section in this Supplementary Guide for more information.
- *What information is available on the room that faculty can use to prepare/store teaching equipment and classroom demos?*
  - This room:
    - is located on the Mezzanine (Room M105A)
    - will be accessed via keycard
    - belongs to the Texas A&M University Department of Chemistry
  - Equipment available in the room includes but is not limited to a fume hood with flammable storage underneath, storage (cabinet and drawers), a sink, a dish-drying rack mounted to the wall behind the sink, an eyewash station, and a safety shower.
  - If you need to gain access to this room, please email the IILCB Building Proctor at [brandy.cobbs@tamu.edu](mailto:brandy.cobbs@tamu.edu).

## ***Exam Planning Resources***

- *Classroom Layouts*
  - Classroom layouts are provided in the IILCB QuickStart Guide (under Classroom Features > Full Sized Room Layouts).



- *Considerations for ILCB Exam Planning*
  - Content coming soon!
  - Important notes:
    - Resources will be provided to facilitate the exam planning process, but faculty must coordinate their own exams.
    - Exam carts and exam kits (containing pencil sharpeners, extra pencils, and privacy dividers) will not be available for Fall 2020 but may be available for Spring 2021.
  
- *Additional Exam Planning Suggestions*
  - To facilitate assigning seats to students, instructors can enter student seat assignments as a text grade in the Learning Management System gradebook.
    - Refer to the classroom layouts (ILCB QuickStart Guide > Classroom Features > Full Sized Room Layouts) to assign accessible seats to students on a case-by-case basis.
  - TAs and/or exam proctors will be needed to administer exams in large classrooms; however, TA support is determined by the instructor's department and will vary department to department.
  
- *Secure Printing Room for Exams (Room 307)*
  - This room:
    - will be accessed via keycard
    - can be used to store exams
    - will have equipment available for faculty to use (specific equipment TBD)



- will be managed by [TAMU Open Access Labs](#)
- Some faculty who teach smaller classes may opt to bring their exams with them for administration.
- The option to have exams printed and available in IILCB will be available to all IILCB faculty.
- More information on the Secure Printing Room coming soon!

## ***Resources Provided in the Classrooms***

- *Technology Aids Will Be Available for Fall 2020*
  - General information provided by Instructional Media Services on Fall 2020 classroom technology is available on the [Keep Teaching website](#), in [this PDF](#), and will be in a binder on the podium. Please consult [this table](#) for the various technology components provided in IILCB classrooms.
- *A Laminated Classroom Layout May Not Be Available for Fall 2020*
  - We suggest that faculty print and/or save classroom layouts as needed for their individual use.
    - Classroom layouts are provided in the IILCB QuickStart Guide (under Classroom Features > Full Sized Room Layouts).
- *A Laminated Support Card on the Podium May Not Be Available for Fall 2020*
  - Please keep the following vital IILCB support information handy while teaching in IILCB. A printable version of this information is also provided [here](#).



<b>Problem Description</b>	<b>Contact Information</b>
Technology	Instructional Media Services ILCB 312 (979) 845-0094
Internet	IT Help Desk Central (979) 845-8300
Building (General)	Brandy Cobbs, ILCB Building Proctor ILCB M102 (979) 458-0105
Building Emergency	Radio Room/Communications Center (979) 845-4311

**Note:** Building emergencies that require immediate attention include electrical failure/malfunction, gas leaks, glass replacement affecting safety or security, excessive hot/cold conditions, plumbing leaks/floods, roof leaks, and door/lock malfunctions affecting safety or security.

- *Whiteboard Supplies May Not Be Available for Instructor Use*
  - At this time, we cannot guarantee that whiteboard supplies will be available for faculty use in ILCB classrooms.



- We suggest that faculty err on the side of caution and bring their own dry erase markers and whiteboard erasers just in case. This may be a prudent practice during the COVID pandemic.
- *Pencil Sharpeners Will Not Be Available for Fall 2020*
  - At this time, pencil sharpeners will not be available for Fall 2020, but they will likely be installed for Spring 2021.
- *Clocks Will Not Be Available for Fall 2020*
  - Due to COVID-related delays, clocks will not be available for Fall 2020. Instructors are advised to use a cell phone as a timekeeping device. Clocks will likely be in place for the Spring 2021 semester. We apologize for any inconvenience.
- *Student Activity Kits Will Not Be Available for Fall 2020*
  - At this time, we cannot guarantee that activity kits (dry erase markers, whiteboard erasers, classroom layouts, and signs to coordinate various active learning activities) will be available for Fall 2020, but they will likely be offered for Spring 2021.
    - We suggest that faculty require their students to purchase their own whiteboard supplies for active-learning classroom activities. Having whiteboard supplies for personal use may be a prudent practice during the COVID pandemic.



- We suggest that faculty print/save the relevant classroom layout(s) provided in the ILCB QuickStart Guide (under Classroom Features > Full Sized Room Layouts) for their individual use.



## Content Designers

Thank you to **Holly Miller**, our ILCB Graduate Assistant, for the effort she put into collecting and organizing the material for the ILCB QuickStart Guide Supplement. Her attention to detail and tenacity in following up with contacts across the university has served us well.

## Acknowledgements

Thank you to everyone who helped provide content to the ILCB QuickStart Guide (in no particular order):

- **Asha Rao & Joanna Goodey Pellois**, ILCB Faculty Fellows and TAMU instructors, for their idea to create this guide.
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- **The ILCB Faculty Fellows** for providing guidance on the information instructors need to start teaching in a new building.



- **The ILCB Taskforce Leadership** for helping to get answers to our never-ending list of questions.
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