

November 17, 2008

To: Classroom Review Board
From: Sally Hibbitt
Re: Minutes of November 17, 2008

Members present: Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Mike Hanna, Sally Hibbitt, Loree Morse, Jan Nerger, Mike Palmquist, Doug Satterfield, and Pete Winderscheidt.

Members absent: Brian Chase and Andrew Norton.

Guest Present: Matt Moeller from Classroom Support Services.

Agenda item #1. The minutes of October 27, 2008 were approved.

Agenda item #2. D. Satterfield introduced Matt Moeller from Classroom Support Services. Moeller was the primary staff member from Classroom Support Services that worked on the remodel of Johnson Hall 222 from a large theatre to a large lecture hall. Moeller demonstrated the new audio visual capabilities installed in the room. The room currently has seating for 224. K. Buffington noted that more tables and chairs are on order to increase the total seating of the room to 320.

There are 3 HD projectors installed in the hall. One mounted in the front of the room that projects an image onto a 16:9 formatted screen mounted on the front wall, currently the largest screen on campus. The other two projectors are suspended on lifts from the ceiling midway in the room, one on each side. These project onto screens suspended from the ceiling as well. The three projectors are synced together. These projectors also have a dual-image projection capability. There are three rows of three speakers mounted on the ceiling controlled by 3 amplifiers.

A 12 foot whiteboard with whiteboard capture sensors is mounted on the wall at the front of the room beside the large screen. The computer mounted in the podium has software that allows the instructor's written notations to be projected onto the screens. There are sensors mounted in the top two corners that can individually read an 8' section. The software stitches the two 8' sections together to display the entire 12' whiteboard on the screen in a 16:9 format. This same software can be installed on an instructor's laptop and allows him/her to save the notations from the whiteboard onto their computer or thumb drive. To use the capture technology, the computer must be running. The markers for the whiteboard are battery powered. The housing for the markers holds standard white board markers. The markers and batteries will be maintained by Classroom Support Services.

The computer installed in the podium is also preloaded with Microsoft Office software to allow instructors (presenters) to plug in a thumb drive and access and display their files without bringing their own laptop. However, instructors can bring their own laptop and plug it into the podium as in other Smart classrooms if they have specific software they need to display. The other equipment installed on/in the podium includes a document camera, a Blu-ray player, a DVD/VCR combination player, and an MP3 plug in for audio playback.

Acoustical problems are still being dealt with. At this time, to hear questions from audience members, an audience microphone would need to be set up in the center aisle, or the instructor would have to go down to the speaker and then repeat the question in order for the rest of the class to hear. A consultant may be contacted to try to correct this situation. Additional wall treatments and baffles suspended from the ceiling would also offer additional improvement to the sound issues in the room.

Agenda item #3. S. Hibbitt conferred with B. Chase and K. Buffington regarding the process faculty or students can use to report problems in classrooms. Hibbitt sent a message to the GENFAC listserv to query faculty about problems they have encountered. She received approximately 15 responses and Buffington received a number of others. Hibbitt instructed the group about reporting problems so the information can be passed on to the appropriate area. Anyone experiencing a problem in a classroom can call Facilities dispatch 1-0077, Brian Chase 1-0005, the individual building proctor, the Classroom Support Services Help Desk 1-5920, or Hibbitt as the chair of the CRB 1-2726. P. Burns suggested that signage be posted in each general assignment classroom with the contact information. The committee agreed this would be helpful.

Other item: P. Burns distributed a revised Departmental Computers in General Assignment Classrooms Policy for the committees review. The Board will have discussion on this revision at the next CRB meeting.

The next scheduled meeting is Monday, December 8, 10:00-11:00 a.m., 227 Lory Student Center.

Classroom Review Board

Monday, December 8, 2008, 10:00 - 11:00 a.m.
227 Lory Student Center

AGENDA

1. Approve the minutes of November 17, 2008.
2. P. Burns – computers in GA classroom revisions.
3. S. Hibbitt – Procurement and Contracting Services attendance at CRB.