

January 24, 2011

To: Classroom Review Board

From: Rusty Scott

Re: Minutes of January 24, 2011

Members present: Shaun Beaty, Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Brian Chase, Margarita Lenk, CW Miller, Julia Murphy, Doug Satterfield, Rusty Scott, and Pete Winterscheidt.

Guests: Skip Ackler, Registrar's Office, and Hunt Lambert and Al Powell, Division of Continuing Education

Introductions were made to welcome Julia Murphy, Assistant Registrar, who has joined the committee to fill the seat vacated by Loree Morse.

Agenda item #1. The minutes of November 5, 2010 were approved.

Agenda item #2. Hunt Lambert, Associate Provost and Al Powell, Director of Learning Technologies from the Division of Continuing Education were invited to speak regarding DCE representation on the CRB.

The distance education component of DCE focuses on improving current teaching methods and identifying new technologies that are effective for instruction at a distance. They also strive to set standards for distance delivery of educational materials. Lambert distributed a list of some of DCE's current activities and also some technology-oriented suggestions for consideration for general assignment classrooms. Attachment #1

The committee voted unanimously to recommend to the Provost that DCE be included as a permanent member of the CRB. P. Burns will forward the recommendation to the Provost.

Agenda item #3 R. Scott provided an update on the digitization project of the video media library. Approximately 50% of the titles played during the Fall 2010 semester were played through the online playback system. Mark Cole, Classroom Media Services, is working with those making playback requests to educate them on the new delivery system. Scott Baily, Director of Academic Computing and Networking Services, sent a follow-up communication to the deans/directors/department heads listerv stressing the urgency of the conversion process. Requests for playback will continue to be tracked to see if additional communications to the faculty are necessary. Solutions for faculty not having access to laptops and playback in "dumb" classrooms are being addressed.

The final decommission date for the legacy closed-circuit delivery system is June 30, 2011.

Agenda item #4 A memo was distributed to department heads requesting a review of their department's need to continue the Department First Preference (DFP) designation for GA classrooms. R Scott

received responses associated with 69 of the 71 DFP classrooms. Nine rooms identified by the department heads as no longer needing DFP status. P Burns will look again at the usage statistics of the GA classrooms from both 1995 and 2007. J Murphy, K Buffington, and B Chase are also going to look at similar data.

Agenda item #5 R Scott noted that there is a development effort under way to more efficiently track general assignment classroom equipment inventory.

Agenda item #6 D Satterfield displayed some before and after pictures of an Eddy classroom and an Animal Science Bldg classroom that were funded by the UFFAB project. He also provided a list of UFFAB/UTFAB classroom remodels that have been either completed or scheduled as future projects (Attachment #2). B Chase commented that K. Buffington had replaced over 2,000 chairs in classrooms over the winter break as part of the project.

Agenda item #7 R Scott reported that there has been a request from the Art Department to swap F103 (GA/DFP) for F113 (departmental classroom) in the Visual Arts Bldg. Scott will organize a meeting with the department head and some CRB members to gather more information about the request. He will bring more information to a future meeting.

Other item The CRB website has been redesigned as part of the ACNS website update project. See <http://thecrb.colostate.edu>.

The next meeting is Monday, February 28, 2011, 12:00-1:00 p.m., 208 Lory Student Center.

Attachment #1

DCE and CRB 1-24-11

1) DCE current activities related to the CRB:

- DCE is already actively working .with Doug Satterfield of Classroom Equipment, the staff in facilities, and the consultants and contractors to design, coordinate and install new classroom equipment.
- In the past year, DCE has been involved in designing Behavioral Sciences 107, Clark A206, five classrooms in the Eddy Building, initiating changes to the Computer Science main floor classroom, and is working on a conversion of Behavioral Sciences 103 to become a distance classroom.
- DCE is taking a role in funding new technologies for classrooms; we want those technologies to benefit campus as much as they do Continuing Education, and we need to be part of the discussion.
- Continuing Ed takes an active part in looking at technologies we will use years from now; we can contribute to the discussion and planning if we have a seat.

DCE grew by 24% this year and 80% over the past 3 years, and will keep growing 15%+ per year. We also expect online on campus hybrid courses to grow by double digits for the next 1-0 years.

So we are asking for ongoing active membership in the CRB so we stay coordinated

2) Technology-oriented input from DCE:

- All classrooms should be designed so that basic audio, video and computer image capture is possible; all students (campus and distance) should be able to access the results.
- Soon all classes should be filmed and made available to all students: The future is every classroom is distance ready. DCE is already using software that makes it possible to capture every class.
- DCE wants to be (and is now) involved in all distance classroom designs since it impacts delivery quality for our students.
- Every classroom should have a Smartboard; some should have multiple Smartboards so that faculty who use them extensively can move away from whiteboards.
- Every classroom needs a built-in microphone and at least one basic video camera; web cameras are progressing and we will watch them to assess their classroom use.
- Learning technology is increasingly moving to the web and software-based systems, away from proprietary hardware.
- Faculty need considerably more information, resource and training in how to use new teaching technologies. This means a new effort between DCE, TILT and Classroom Equipment to provide regular training sessions.
- CSU needs to be agile in terms of software and web-based technologies. We can expect the "best" option to change every year or two. This also means ongoing change and faculty retraining. The classroom support facilities and wiring will not change, mainly the software.

Attachment #2

UFFAB Schedule – October 2010 – through Summer 2011

Eddy 102 – *Completed* 10/22/2010 – UFFAB Remodel

Eddy 106 – *Completed* 10/22/2010 – UFFAB Remodel – and UTFAB **New Smart Classroom**

Eddy 103 – *Completed* 11/12/2010 – UFFAB Remodel

Eddy 109 – *Completed* 11/12/2010 – UFFAB Remodel – and UTFAB **New Smart Classroom**

Animal Science 200 – *Completed* – Winter Break 2010 – UFFAB Remodel **New Smart Classroom**

Shepardson 102 – *Completed* – Winter Break 2010 – UFFAB Remodel

Eddy 113 – *Completed* – Winter Break 2010 – UFFAB and UTFAB – Remodel

Eddy 114 – *Completed* – Winter Break 2010 – UFFAB and UTFAB – Remodel

Eddy 115 – *Completed* – Winter Break 2010 – UFFAB and UTFAB – Remodel

Eddy 116 – *Completed* – Winter Break 2010 – UFFAB and UTFAB – Remodel

Eddy 117 – *Completed* – Winter Break 2010 – UFFAB and UTFAB – Remodel

Chemistry 103 – 1/18/11-3/21/11

Aylesworth C111 – 2/14/11-3/4/11

Aylesworth C106 – 2/14/11-3/4/11

Gifford 301 & 302 (combining rooms) – March 2011

Gifford 324 – Summer 2011

Eddy 104 – 3/7/11-3/18/11

Eddy 105 – 3/7/11-3/18/11

Eddy 07 – 4/11/11-5/6/11

Shepardson 118 – 4/11/11-5/6/11

Shepardson 120 – 5/16/11-6/3/11

Shepardson 212 – 5/16/11-6/3/11

Visual Arts F103 – 4/18/11

Visual Arts F101 – 5/16/11

Pathology 101 – 5/23/11 – (6 weeks)

Engineering 120 – 7/18/11 – (4 weeks)

Non Smart	Building	Room	Capacity	UTFAB AND UFFAB Supported Classroom Technology Fy11 and Beyond
1	Eddy	9	32	UTFAB FY 2011
2	Eddy	11	32	UTFAB FY 2011
3 *	Eddy - Completed	106	30	UTFAB FY 2011
4 *	Eddy - Completed	109	30	UTFAB FY 2011
5 *	Education - Completed	236	32	UTFAB FY 2011
6 *	Pathology - Completed	109	55	UTFAB FY 2011
7	Chemistry	B301	28	UTFAB FY 2011
8	Gifford	312	30	UTFAB FY 2011
9 *	Animal Science - Completed	200	36	UFFAB
10	Animal Science	205	29	UFFAB
11	Education	1	24	UFFAB
12	Education	2	35	UFFAB
13	Education	8	30	UFFAB
14	Microbiology	A114	27	UFFAB
15	Natural Resources	106	27	UFFAB
16	Natural Resources	112	28	UFFAB
17	Natural Resources	115	30	UFFAB
18	Clark	C140	12	Undecided
19	Eddy	110	10	Undecided

Classroom Review Board
Monday, February 28, 2011 – 12:00-1:00 pm
208 LSC

AGENDA

1. Approve the minutes of January 24, 2011
2. DFP update – P. Burns
3. GA classroom swap request (Visual Arts) – K. Buffington/R. Scott
4. UFFAB update – B. Chase & D. Satterfield
5. UTFAB update – D. Satterfield
6. iClicker contract – R. Scott
7. CMS digitization update – R. Scott
8. CRB budget update – R. Mandis/R. Scott

Spring 2011 Remaining Schedule

Monday, March 28, 2010, 12:00–1:00 p.m., 208 LSC
Monday, April 25, 2010, 12:00–1:00 p.m., 208 LSC