

Date: March 31, 2011  
To: Classroom Review Board  
From: Rusty Scott  
Re: Minutes of March 28, 2011

Members present: Jack Brouillette, Dave Carpenter, Brian Chase, Julia Murphy, Al Powell, Doug Satterfield, Rusty Scott, and Pete Winterscheidt.

Members absent: Shaun Beaty, Tamla Blunt, Kristi Buffington, Pat Burns, Margarita Lenk, and C.W. Miller

Guests: Skip Ackler, Registrar's Office

1. Approval of minutes – R. Scott

The minutes of February 28, 2011 were approved unanimously.

2. Classroom utilization - P. Burns

P. Burns was unable to attend the meeting. He will provide and update at the April 25 meeting.

3. UFFAB update - R. Scott

T. Blunt was unable to attend the meeting. She provided a list of supplemental proposals 2010-2011. B. Chase summarized the projects and gave a reminder that projects presented to the UFFAB are then sent to the Student Fee Review Board and then to Amy Parson, Vice President for University Operations before they are fully legitimized. (Attachment #1).

D. Satterfield reported that the renovations to Aylesworth C106 and C111 are complete. Progress continues on Chemistry A101 and A103, Eddy 5 and 8, and work has begun in Gifford 300 and 301.

4. UTFAB update – D. Satterfield

Eddy 9 and 11 are now complete. 147 of the 159 general assignment classrooms are now equipped and classified as 'smart'. The remodel of Chemistry B301 is in progress. Document cameras have been added to Eddy 113-117.

Satterfield made a presentation to the UTFAB on March 1 proposing a 'technology refresh' for 20 classrooms for FY12. The final vote for FY12 funded projects will take place later this month.

5. iClicker update - R. Scott

iClicker provided samples of new clicker units with increased functionality that will be available during the summer of 2011. The new clickers will allow instructors to include alpha-numeric responses as well as confirming receipt of the responses entered. The increased cost of the new clickers to students would be approximately \$8. Interoperability exists between the new and old generation clickers and receivers however, the new and advanced features are only available when both new receivers and clickers are used.

The iClicker representative is exploring the possibility of lowering the maximum annual price increase for clickers to 0% or 5% as opposed to the original 10% listed in the contract.

Scott suggested forming a focus group to discuss the added features of the new clickers. Volunteers include P. Winterscheidt, Allen Sneesby, J. Brouillette, representatives from Purchasing and the CSU Bookstore, Scott, and possibly M. Lenk.

6. Lecture capture update – A. Powell

A subcommittee was formed out of the CRB to focus on classroom technology standards including lecture capture. Currently only 3 rooms are so equipped on campus and more are anticipated in the future. The CRB reviewed the charge from P. Burns to the subcommittee and it was accepted (Attachment #2).

7. CRB budget – R. Scott/D. Satterfield

- a. R. Scott proposed a budget of approximately \$10,000 to cover the cost of the streaming licenses required for the videos that are being played through the new playback system. Titles played have been prioritized by the number of times viewed. Any title played more than 2 times was determined to be in need of streaming licensing. Request approved.
- b. D. Satterfield proposed a list of equipment for purchase. Scott asked that he provide priority levels for each item in the request. After review, the items listed as high priority were approved for purchase. (Attachment #3)

Additional items

1. J. Murphy asked for clarification on the schedule for taking NESB101 offline as it will be converted to a departmental classroom. B. Chase confirmed that the room will not be converted until January 2012, spring semester. Murphy does not need to move the classes for the fall term.

**The next meeting is Monday, April 25, 2011, 12:00-1:00 p.m., 208 Lory Student Center.**

# Attachment #1

UFFAB Supplemental Proposals 2010-2011

Project Name	College	Total Amt Requested	Amount Legitimized	# of students served	Cost per student	Legitimized	
Gifford Computer Lab	CAHS	\$259,339.63	\$259,339.63	5000	\$51.87	yes	
Anthropology Instruction Labs	Liberal Arts	\$103,000.00	\$70,000.00	500	\$140.00	yes	this is the number of students enrolled in CAHS
B/C Student/Study Lounge	Engineering	\$63,191.04	\$63,191.04	1000	\$63.19	yes	AJCC courses + other grad/undergrad courses
Student club room remodel	WCNR	\$24,112.74	\$24,112.74	350	\$68.89	yes	all engineering students have access
Study Carrol Spaces (6)	Engineering	\$54,327.00	See below			see below	about 13 student clubs * 25 students per club estimate
Manufacturing Instructional Center Remodel	Engineering	\$732,423.00		160	\$1,452.64	see below	number of students is average weekly users
MERC Remodel/Upgrade	Engineering	\$375,949.09		111	\$3,386.93	see below	111 students/16 projects; want to keep 4-5 students per project
Rockwell West Student Study Areas	Business	\$45,687.11	\$45,687.11	3500	\$13.05	yes	EB and E20 to be remodeled from storage to study carrels
Rockwell Room 139	Business	\$80,008.00	\$67,188.00	500	\$134.38	yes	50-seat classroom; could serve about 500 students/legitimized amount is two electric projector screens removed from request
Joe Diverdi Resonance Magnetic	Chemistry						have not heard this proposal yet; will most likely be postponed until fall due to SFRB time restrictions on budget presentation to ASCSU
<b>ENGINEERING PRIORITIES</b>							
Manufacturing Instructional Lab Phase 1		\$162,169.24	\$162,169.24	160	\$1,013.56	yes	felt safety of the students was the primary reason to approve this
MERC Phase 1 & annex (no parking lot)		\$283,949.00		111	\$2,558.10	no	Board felt this was more a research lab than a teaching lab
MIL Phase 2 (cannot be completed for two yrs)		\$53,802.62		160		no	recommended to present proposal to UFFAB in 2 yrs when E2 is finished
Collaboration spaces		\$54,327.00	\$53,652.00			yes	legitimized without banners; will investigate new, less expensive chairs
MIL Phase 2 Room B08 remodel		\$19,450.70				no	part of phase 2; come back to UFFAB when E2 is finished
Parking lots at MERC		\$92,000.00				no	recommend to talk with parking services regarding this request

Attachment #2

**The Classroom Technology Strategy Committee of the CRB  
March 29, 2011**

There is hereby constituted the ad hoc Classroom Technology Strategy Committee (the 'Committee') of the Classroom review Board (the 'CRB'), consisting of the following members: Al Powell (Chair), Shaun Beaty, David Carpenter, Doug Satterfield, and Rusty Scott. The Committee is formed to develop strategic directions for classroom technology at CSU. In particular, the Committee shall assess the software, hardware, physical, and user and system support aspects of our classrooms, generally to enhance the instructional capacity and capabilities of the classrooms, to meet emerging and evolving needs of face-to-face and blended/distance learning that is becoming ever more strategically important to the Institution.

Specifically, the Committee shall consider comprehensively the existing technology environment that is designed primarily to support face-to-face instruction, and assess enhancements, modifications, and additions to that technology to support lecture capture, asynchronous distance delivery, and synchronous distance learning, and other desirable modalities of delivery as it deems appropriate. In addition, the Committee shall assess and provide recommendations of the mix of technology and classrooms that should be available/deployed to the CSU campus. Shall classrooms be equipped and categorized to support different modalities of delivery (e.g. default for face-to-face and lecture capture only, distance-broadcast, and distance-interactive), and if so, in what proportion and how should they be scheduled? Moreover, the Committee shall also consider derivative aspects, including network connectivity, voice/unified communications, Learning Management Systems, Student Information Systems (particularly classroom scheduling and allocations), and shall be the purview of the Committee's considerations. The Committee shall determine recommendations for classroom environments, hardware environments and software environments that support learning, including synchronous and asynchronous lecture capture, internet videoconferencing, which are to be formally integrated into CSU's hardware and software standards, and strategies and mechanisms for operations of those environments, including system support, user support, and learning support.

Further, the Committee shall define, analyze, and provide recommendations for accomplishing the needed changes, and propose strategies for effecting such changes, including communication with IT support personnel, support staff for all of the systems and personnel involved, and especially with faculty, so as to accomplish alignment of purpose and strategy, and training for faculty/instructors.

Finally, the Committee shall discuss budget needs and implementation strategies it deems in the best interest of the institution, and a process and timetable for formal transitions to the new environment.

As time is of the essence, the Committee shall report in two phases: a short-term a written report, not to exceed five pages, by May 30, 2011, identifying simple and straightforward elements that can be effected immediately hence forward, and a second, more comprehensive written report, not to exceed ten pages, by October 1, 2011, each to be submitted to the Classroom Review Board for its consideration, and at its recommendation, circulated for wider dissemination and discussion.

Attachment #3

CRB Year End Classroom Equipment Request - FY11				
QTY	EQUIPMENT / Description	Make / Model	Price per Unit	Requested
High				
2	Small - Classroom PA System	Anchor - AN130U1 w/wireless Rx	\$375.00	\$750.00
2	Wireless Tx	Anchor-Audio WB-6000 - UHF Body Tx	\$250.00	\$500.00
2	Microphone	Anchor - Lapel microphone	\$85.00	\$170.00
3	Classroom LCD Projector - Spares	Hitachi 4021 - 16:10 @ 4K lumens	\$1,677.00	\$5,031.00
3	Small Audio Amp - spares	Roemtech PMA 245 - audio amp	\$225.00	\$675.00
2	Video Switcher / Controller	Extron - MPS409 Switcher	\$1,200.00	\$2,400.00
2	Room Control Color Touch Panel - spare	Crestron TP6L	\$1,250.00	\$2,500.00
2	Document Camera - spare	Wolfvision - VZ-8 Light 3 Document Camera	\$2,800.00	\$5,600.00
2	Document Camera - spare	Elmo - TT02RX - with bracket	\$600.00	\$1,200.00
35	Wireless Mic Belt Packs -	Shure SLX1- L4	\$135.00	\$4,725.00
10	Lapel - Microphones	Shure WL93	\$77.00	\$770.00
				\$24,321.00
Medium				
6	Projector Lamp	Hitachi CP 445 Lamp	\$300.00	\$1,800.00
6	Projector Lamp	Hitachi CP WX410 Lamp	\$300.00	\$1,800.00
				\$3,600.00
Low				
2	Lecture Capture Camera -	Vaddio CeilingVIEW 70 PTZ	\$1,650.00	\$3,300.00
2	LC - Boundary Desktop Mic	Beyerdynamics MPC-70 USB	\$280.00	\$560.00
2	LC- Video / Audio to USB	Pinnacle Video Transfer USB 2.0 Capture Device	\$100.00	\$200.00
2	Lectern Table Top Microphone	Beyerdynamic MPR 211	\$500.00	\$1,000.00
1	Tablet Computer	Apple - iPad2 Tablet PC w Wi-Fi	\$625.00	\$625.00
				\$5,685.00
TOTAL				\$33,606.00

**Classroom Review Board**  
**Monday, April 25, 2011 – 12:00-1:00 pm**  
**208 LSC**

AGENDA

- 1) Approve the minutes of March 28, 2011
- 2) iClicker update – R. Scott
- 3) New lecture hall proposal – T. Blunt/ B. Chase
- 4) DFP update – P. Burns