

**Date: April 24, 2015**  
**To: Classroom Review Board**  
**From: Rusty Scott**  
**Re: Minutes of April 8, 2015**

**Members present:** Anton Betten, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Debi Colbert, Ashley Cypress, Taylor Farley, C.W. Miller, Julia Murphy, Al Powell, Doug Satterfield, Rusty Scott

**Members absent:** Stephanie Clemons, Steve Hultin, Mike Palmquist

1. Approval of Minutes

The minutes from March 11, 2015 were approved with one abstention (K. Buffington).

2. Updates/Action Items from previous meeting:

a. Echo360 platform and licensing – Rusty, Al

Both licensing models and the Echo delivery platform are undergoing changes. Because changes in the platform have not been made completely clear, Echo has agreed to hold FY16 licensing costs at FY15 levels. This coming year, CSU will work closely with Echo to evaluate options that include capture-only licensing that will not include the student engagement module. In parallel, an effort to understand the current lecture capture landscape will be spearheaded by Al Powell, taking into consideration affordability, scalability and integration with Canvas. **Action item: Al will form an evaluation group with the intent of completing the discovery effort by the beginning of the 2015 fall semester.**

b. UFFAB Proposal Update – Ashley, Rusty

Twenty three proposals are being considered by the UFFAB totaling \$1.2M in requested funds. The board has approximately \$600K to award. The \$77K option for mobilizing the furniture in Johnson 222 is still being considered. This is half of the total cost of the project. If funded by UFFAB, the CRB will provide \$30K and the administration will fund the remaining portion of the project. **Action item: Ashley will report on final round of voting at the next CRB meeting.**

c. EMS-Exchange Integration – Julia

Dean Evans is currently redeveloping the EMS integration with Outlook. CSU desires to explore the new (not existing) integration. A meeting will be set up and test accounts will be requested when it is available. Julia and Rusty will continue to follow the development effort.

3. EMS Usage – Pat, Julia

Communications have been sent to the department heads encouraging their departmental schedulers to use EMS for all classrooms under College/department control, or provide a justification for not doing so. The deadline for response is April 15. Some early responses indicate that some rooms are not properly identified-continued exploration of data accuracy in FAMIS will continue.

4. iClicker update, integration with Canvas – Rusty

A very efficient integration between Canvas and iClicker exists and is being tested that includes both registration and transfer of responses into the platform. Canvas support staff will work

closely with faculty using clickers and Canvas during the summer semester with the intent of full production for the 2015 fall semester.

5. DFP Update – CW, Jack, Julia, Rusty (2 attachments)

The subcommittee presented a draft update document recommending changes to the policies for General Assignment Classrooms. The new document describes general use of GA classrooms as well as guidelines for First Preference (FP). **Action Item: Jack, CW, Julia and Rusty will continue to refine and discuss how to formalize the document.**

6. Top Hat Response System – Deb Colbert

Shawn Beaty (TILT) has met with Top Hat Response System representatives to discuss functionality and pricing of the system and will be forming a test group for this summer. It was recommended that Allen Sneesby (Classroom Support Services) be included in the discussion as he manages the current response system (iClicker) for the campus. Deb will continue to track the effort and report to the CRB when appropriate.

**Next meeting – May 13, 2015, 3:00-4:00 p.m., Lory Student Center 322**