

May 12, 2010

To: Classroom Review Board

From: Rusty Scott

Re: Minutes of May 7, 2010

Members present: Shaun Beaty, Tamla Blunt, Jack Brouillette, Kristi Buffington, Dave Carpenter, Margarita Lenk, CW Miller, Rusty Scott, and Pete Winterscheidt.

Members absent: Pat Burns, Brian Chase, Loree Morse, and Doug Satterfield

Guest present: Scott Baily, Interim Director of Academic Computing and Networking Services

Agenda item #1. The minutes of April 9, 2010 were approved.

Agenda item #2. Scott Baily announced that a project has been initiated involving the digitization of video content housed and managed by the Classroom Support Services division of ACNS. This will allow instructors to present content to students 'on-demand' over the campus network and enable the eventual decommissioning of the aging fiber optic closed circuit system that is currently used. Over 11,000 hours of content currently exists in the collection of which approximately 200 hours are accessed each semester. A website that includes a searchable catalog with all existing content has been developed that allows instructors to request digitization of titles required for their courses. The original media that makes up today's collection could eventually be transferred to the University Libraries or returned to the faculty or department responsible for the media being included in the library (under review).

Baily asked for input regarding an email notifying the faculty of the conversion, specifically regarding the timing and transition model. The committee favored promoting this as a transition as opposed to a 'pilot' to ensure a sense of urgency on the part of the instructors. Transitioning during the fall semester will provide time to identify issues (such as problems with instructor access to laptops, playback requests in classrooms with no projection system, etc.) with a complete transition target date of January 1, 2011.

Agenda item #3 K Buffington spoke on behalf of B Chase regarding the Board of Governors approval of a student fee increase in the University Facilities Fee to fund classroom upgrades. A preliminary list of 67 rooms was presented for upgrade considerations. Buffington asked the group for volunteers to form a sub-committee to review the rooms and make further recommendations. R Scott, L Morse, D Satterfield, and Allen Sneesby, Classroom Support Services, along with Buffington currently meet during semester breaks to tour classrooms. Scott suggested this group could comprise the sub-committee. T Blunt volunteered to join them.

Agenda item #4 R. Scott solicited opinions on a request to add a new member to the committee to represent the Assistive Technology Resources Center. It was suggested that a representative from the ATRC could visit the CRB annually or on an as-needed basis to bring accessibility or learning impact

issues to the attention of the committee. R. Scott will follow up with the ATRC staff and invite them to present their ideas and concerns to the CRB during the fall semester.

Agenda item #5 Two budget items remained unresolved D. Satterfield's requests from the previous meeting; 1) An upgrade to Clark A206 and 2) expanding the use of new technology (a symposium). As this was the last meeting of the semester, Scott suggested, in the absence of Satterfield, that additional information could be distributed and subsequent vote be handled via email. The committee proposed that since these projects were appropriate for CRB funding, Satterfield should proceed with them if the funding exists. No further discussion necessary. Scott, Satterfield and Mandis will meet to determine availability of funds.

Classroom Review Board

**Friday, October 1, 2010, 7:00-8:00 a.m.,
203 Morgan Library**

AGENDA

1. Approve the minutes of May 7, 2010.
2. K. Buffington – Conversion of B101 NESB from GA to Teaching Studio – Landscape Architecture.
3. R. Scott – D. Satterfield/B. Chase update on UFFAB project.
4. R. Scott – Classroom Media Services digitization project update.
5. R. Scott – Assistive Technology visit for future meeting update.

Fall Schedule

Friday, November 5, 2010, 7:00-8:00 a.m., 203 Morgan Library

Friday, December 3, 2010, 7:00-8:00 a.m., 203 Morgan Library