

September 21, 2009

To: Classroom Review Board
From: Sally Hibbitt
Re: Minutes of September 21, 2009

Members present: Shaun Beaty, Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Sally Hibbitt, CW Miller, Loree Morse, Doug Satterfield, Rusty Scott, and Pete Winterscheidt.

Members absent: Brian Chase, Jan Nerger and Andrew Norton

Guests Present: Eugene "Skip" Ackler, Registrar's Office, Enrollment and Access

The meeting was opened by introductions around the table. Mike Palmquist is experiencing a significant increase in responsibilities as the Director of The Institute for Learning and Teaching. He has appointed Shaun Beaty to replace him and represent TILT on the committee.

Agenda item #1. The minutes of May 6, 2009 were approved.

Agenda item #2. S. Hibbitt informed the committee she is stepping down as the chair due to the dissolution of Computer Training and Support Services, her move to the Library, and an escalation of other duties associated with TILT. Rusty Scott, ACNS, will be taking her place. Hibbitt will attend at least one more meeting to help Scott transition in as the chair.

Mike Hanna, College of Agricultural Sciences, representative of the RamCT Coordinators group, retired from CSU on August 31, 2009. The committee discussed the replacement of Hanna. Names have been submitted to Hibbitt over the summer as the committee knew that Hanna was going to retire before the next round of meetings this semester. The list of suggested replacements was presented to the group. Much discussion followed about the size, the composition, and the direction of the committee. P. Burns offered to review the IT Governance document and to speak to the Provost regarding these factors. Any decision was tabled until Burns has had time to pursue this.

Agenda item #3. S. Hibbitt turned the meeting over to D. Satterfield and K. Buffington to update the committee on classroom facility repairs and upgrades that were completed over the summer. Satterfield provided the committee with a list of the rooms that were both completed over the summer and the upcoming room upgrades for this Academic Year.

Completed this summer:

Education 105B – UTFAB funded general assignment Smart room completed

Glover 201 – UTFAB funded general assignment room completed

TILT 221 – new Smart room completed – CRB funded the equipment

Industrial Science – 4 new non-general assignment Smart classrooms and 1 departmental computer lab completed – audio/visual equipment and install 50/50 funded

between UTFAB and Applied Human Sciences, chairs/tables and other furnishings funded by UFFAB and Applied Human Sciences.

Yates 104 – projector upgraded and new screen installed – CRB funded

Johnson Hall 222 – new main projector upgrade installed – good on all displays

Clark C364 – new projector, speakers, and screen installed to help get the image off the floor – CRB funded

New Refresh Projectors installed

Aylesworth C111, Glover 130, Chemistry A101 & A103, Plant Science C101, Engineering 100, and Anatomy/Zoology E112 – UTFAB funded

Computers installed in podiums - Clark A104 & A207 – UTFAB funded

UTFAB 2010 new room list

Clark C360, C361, and C362, Engineering B2 and B3, Education 13, and NES B101 (some work in this room completed over the summer)

UTFAB 2010 additional refresh rooms

Engineering E106, E204, and E205, Wagar 231 and 232

Engineering B101 – new Elmo small document camera – CRB funded

Buffington reported that Facilities had installed new blackboards and whiteboards in Anatomy/Zoology E112, as well as continuing to work on the remodel of the Clark A-wing classrooms. That remodel project appears to be on schedule and going quite well.

Other items:

1. Satterfield announced a demonstration of the new 3-D projector that will be installed in the Academic Instruction Building. The projector is the Galaxy NH12. The demonstration will be on October 1, in Johnson Hall 129, for the entire afternoon. It will be on a drop-in basis.
2. Satterfield spoke about attempts to make Physiology 243 a better teaching environment. In the past CRB funded the installation of a camera to project the writing on the whiteboard onto a screen to allow the students on the edges of the room to better view the materials. This has not proved to be entirely successful as the edges still tend to blur a bit. He suggested to the committee that the technology used in Johnson Hall 222 to capture the writing on the whiteboard, eBeam Whiteboard, could be a much better fix. The technology utilizes a sensor mounted on the top corner of the white board that captures the instructor's writing and projects it onto a screen through software that can be loaded onto the instructor's laptop or through the use of a dongle that is preloaded with the necessary software. The board requires battery operated pens that hold standard whiteboard pens. The images can be stored on the instructor's laptop and made available to the students through a departmental link or RamCT. Please refer to the minutes from November 27, 2008, agenda item #1 for more details of the technology as it is used in Johnson Hall 222.

Satterfield provided a quote for the technology which totals just under \$715. The committee voted unanimously to purchase the necessary items. Physiology 243

will serve as a pilot for the use of such technology in wide rooms that otherwise are not palatable to instructors.

3. J. Brouillette spoke briefly about the pilot project that was initiated last Academic Year. A computer was installed in the podium in Clark A101 and preloaded with certain software packages for use by any teaching faculty assigned to the room. There were 8 or 9 instructors that used that room during the pilot period. Brouillette attempted to contact those faculty to get their feedback on the computer. Three of the faculty liked it and used it daily. Two used their own laptops but are interested in trying the computer in the future. One instructor indicated he/she did not use a computer during their lectures. Brouillette was not able to reach the other instructors.

The next scheduled meeting is Monday, November 2, 2009, 11:45-12:45 p.m., 210 Lory Student Center.

Classroom Review Board

**Monday, November 2, 2009, 11:45-12:45 p.m.,
210 Lory Student Center.**

AGENDA

1. Approve the minutes of September 21, 2009.
2. R. Scott – Honoring S. Hibbitt as she steps down.
3. P. Burns – CRB membership.
4. R. Scott – Summary of requests from faculty for classroom repairs.
5. B. Chase – Identify classrooms that may need rehab.
6. K. Buffington – Request to convert Plant Science W215 into a lab.
7. L. Morse – On-line pictures of classroom.
8. R. Scott & S. Hibbitt – Computers in Classrooms proposal.

Fall Schedule

Monday, November 30, 2009, 11:45-12:45 p.m., 210 Lory Student Center.