

**Date: October 4, 2013**  
**To: Classroom Review Board**  
**From: Rusty Scott**  
**Re: Minutes of September 26, 2013**

**Members present:** Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Debi Colbert, C.W. Miller, Julia Murphy, Doug Satterfield, Rusty Scott

**Members absent:** Stephanie Clemons, Steve Hultin, Andrew Olson, Al Powell, and Lance Li Puma

**Guests:** Marianne Bauer (delegate for Al Powell), Anton Betten (delegate for Stephanie Clemons)

1. Approval of Minutes

The minutes from May 14, 2013 were unanimously approved.

2. Event Management System Update – Julia Murphy

EMS includes three major components:

- a. Desktop client - Used by system administrators to assign security rules, configure the system, including academic scheduling.
- b. Web client - Portal for departments that support delegated administration of space.
- c. A public-facing interface that will include descriptions of rooms and room schedules.

Project is on schedule. Data integration between EMS and Banner is complete; test environment currently being built out, production environment to be configured soon. System setup includes defining rooms, departments, schedulers, associating departments with courses and configuring and branding the public facing component. Next steps include training for the Registrar's Office staff, developing policies to be overseen by the CRB, scheduling open forums and developing an associated communications plan. Open forums to be hosted by the CRB. Need to clarify some definitions related to departmental classrooms and usage.

Pat Burns suggested identifying a pilot group of departments.

Julia will continue to work with ACNS and EMS technical staff regarding integration with LDAP as it pertains to multiple eIDs for individuals. Eventually, the instances of EMS used by Room Scheduling/Rec Center/LSC will be merged.

Fall semester 2013 data will be entered into EMS for analysis. Spring 2014 will also be entered, and plan to have room reservation site available as well. Target for use by departmental schedulers is March 2014, but may be summer 2014.

3. Flipped Classrooms – Rusty Scott

- a. Feedback from Aylesworth tour  
C.W. Miller expressed concerns about our ability to flip a sufficient number of rooms without disrupting faculty.
- b. Herman Miller update  
Herman Miller has proposed a "visioning" session at CSU to discuss possible strategies for flipping classrooms, as well as opportunities for research; likely late in October. HM has done space utilization studies in the commercial environment but not in Higher Education.
- c. Applicability of flipped rooms - Pat Burns  
Flipping Freshmen STEM courses may be a way to help reduce the amount of DWF (D, Withdraw, F) outcomes for these classes which is on the rise. Efforts will continue to work with TILT to explore the concept taking into consideration methodology, room

sizes, technology needed and funding. Debi Colbert and Marianne Bauer will discuss a possible PDI for January. Funding possibilities to be discussed in upcoming meetings.

4. Eddy remodel update – Kristi Buffington

Kickoff meeting was held on September 25; project could begin as early as May, 2014. Staging of the project is still being determined. Scope now includes mechanical, 'skinning', a new entrance and a new GA room.

Julia Murphy – All reservations for Eddy rooms for summer 2014 have been relocated; Clark C-Wing has been cleared for preview use. Capacity likely does not exist to relocate classes if the project is done in two phases; could probably accommodate a 4-phase approach.

5. Web Conferencing/Live Meeting with Blackboard Collaborate

Debi Colbert – Discussed current use with TILT course development team. Live, synchronous use is used less frequently than student collaboration as it provides a secure venue to share multiple video feeds and the ability to record group presentations. Collaborate receiving positive feedback as it is supported by Blackboard, it has an additional suite of tools and integrates with our current environment.

Marianne Bauer – OnLinePlus has used Adobe Connect for 5 years. The product has stabilized over time and has been used to support a course of over 110 students (60 of them online), as many as 28 students synchronously. OnLinePlus has been asked to help pilot Collaborate; will use Diana Scott's Biomedical Sciences class in the process. Collaborate only allows 6 webcams which may be a limiting factor. Adobe Connect provides more agile sharing of desktop and content and supports iPads.

Pat B – We should consider other solutions (WebX, Link (Office365)).

6. Classroom Support Services changes – Scott

Organizational changes within CSS – shifting out of the construction business and will work with Facilities and vendors to provide most construction work and focus on the supporting classroom needs, including technology refreshes. Support levels should not change.

7. Next meeting – **October 24, 8am-9am, Computer Science room 305**