Date: October 8, 2015
To: Classroom Review Board
From: Rusty Scott
Re: Minutes of September 30, 2015

Members present: Anton Betten, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Gwen Gorzelsky, Sam Laffey, Jake Loughridge, C.W. Miller, Julia Murphy, Al Powell, Rusty Scott

Members absent: Steve Hultin, Mike Palmquist

1. Approval of Minutes
   The minutes from May 13, 2015 were unanimously approved.

2. Updates from UTFAB and UFFAB – S. Laffey, J. Loughridge
   a. UFFAB – Sam will be graduating in December 2015. Clayton King, the current Vice Chair will represent the UFFAB during the spring 2016 semester.
   Current projects being discussed:
      • Flipped classrooms with Stephanie Clemons.
      • Phase III of the Human Performance and Clinical Research Lab with Gay Israel.
      • The Anderson Building – a newly proposed building funded by a large donation, housing the new Design Center, a number of 3D printers and engineers is seeking additional funding from UFFAB.
   UFFAB has approximately $1M to allocate this academic year.
   b. UTFAB – The board is touring facilities they have supported including the Health and Exercise Science Building and ARDEC. Status reports on funded projects are presented during the fall semester as well as determining what (if any) funds are available for FY16 through supplemental proposals.

3. Lecture capture analysis – A. Powell
   The group met twice over the summer to discuss requirements for campus lecture. Appliance-based and software-only alternatives are being considered, with scalability, affordability and integration in the campus IT environment being listed as high priorities. Changing platforms would be non-trivial; Pat and Rusty will explore the possibility of renewing the contract 'as is', or at least with modest financial increases. Al will continue to keep the board appraised. Notes are included below.

4. EMS Update – J. Murphy
   University Operations making progress with their EMS implementation. "Go live" target is January 2016. CVMBS is also exploring the possibility of a pilot project for scheduling departmental spaces.
   The Registrar's Office continues to work with the departments across campus to determine which rooms are appropriate for scheduling in EMS. Julia will continue to analyze departmental usage to determine if additional communications are necessary. Julia will be attending the EMS conference in October and will provide a brief summary of new developments.

5. Possible move of 3D Projector in BSB 105 – R. Scott, P. Burns

Pat and Rusty continue conversations with the faculty using the 3D technology. Faculty report projected enrollment increases and frustrations stemming from the new furniture. Moving the technology could cost as much as $30k, however, newer 3D technology may be available for the same cost. New location possibilities include Aggie Village North.

6. Flipped classrooms update
    a. Johnson Hall 222 – Furniture order needs to be placed due to long lead times. Action item: Kristi will work with Procurement Services to identify a vendor and place the order.
    b. Eddy 100 & 200 –Portable white boards will be added due to the lack of available writing surfaces on the walls. Installation is estimated at 3-4 weeks.
    c. BSB 105 – The board continues to hear from faculty related to the inconsistent size and shapes of the furniture tables and the problems it causes. The board discussed replacing the tall and/or round tables with furniture that would enable better group interaction. Action item: Rusty will invite Dave Johnson and Sean Burns to the next meeting so they can present the findings from the learning spaces research project being conducted in that classroom.
    d. Engineering E103 – Mobile tables with whiteboard surfaces have been installed.
    e. Aggie Village North – Kristi provided a floorplan (attached) of the classrooms ranging in capacity 19-48. Smaller rooms will include rolling tab arm chairs rather than tables and chairs. Room 118 is a possible location for the 3D technology, although it does not represent an increase in capacity. Furniture needs to be ordered soon.
    f. Stadium – Kristi provided a floorplan (attached) of the classrooms. The larger classrooms have unavoidable columns in the center. The current plans include mounting monitors on the columns to help with visibility. Capacities of the larger rooms could range from 150-170 with tab arm chairs, 110-120 with a table/chair configuration

Deferred to next meeting:
7. Application process for flipped rooms – G. Gorzelsky

8. DFP Request – Rockwell 36 – R. Scott

9. Fall faculty ramp-up summary - R. Scott

Next meeting – November 4, 2015, 4-5:00 p.m., Engineering E205

Echo 360 and Lecture Capture
Comments for CRB 9-30-15
Al Powell

The Lecture Capture Committee has met twice, as summer travels got in the way. We have reviewed a number of systems and determined some "must have" attributes for a CSU system and some "nice to have" attributes.

The situation is not as clear as we would like, since our ongoing status with Echo360 is not as clear as we would like. That makes finding alternatives difficult, since cost of any solution and potentially re-configuring classrooms are both factors.

There are both appliance-based and software-only alternatives, although the software alternatives generally require having a computer in each classroom lectern and some specialized capture cards in that computer. Some re-configuration of lecterns would also be required for a software-only capture solution.

In the last meeting, we updated ourselves on the characteristics desired for a CSU system, and spent some time discussing a new alternative for both capture and video distribution, which would be modeled after the College of Business system. This system bypasses appliances and encodes audio and video in the room, putting it into the campus network in a common standard format. Business pulls up these video and audio feeds in their control room, composing the feeds very much like video production control room, and assigning each feed to a destination like live streaming or Kaltura.

We will continue to investigate both short-term and long term solutions, but timelines aren't clear at this point. Do we need to have a recommendation based on a July 1 2016 or 2017 operational deadline? Not clear at this point.