

November 7, 2007

To: Classroom Review Board
From: Sally Hibbitt
Re: Minutes of November 7, 2007

Members present: Tamla Blunt, Jack Brouillette, Pat Burns, Dave Carpenter, Mike Hanna, Sally Hibbitt, Sage Morris-Greene, Loree Morse, Mike Palmquist, Bolivar Senior, Andre' Smith, and Jim White.

Members absent: Craig Birdsong, Brian Chase, and Jan Nerger.

Agenda item 1. The minutes of October 3, 2007 were approved.

Agenda item #2. S. Hibbitt demonstrated some of the Mediasite recordings from this Fall semester to the committee. She showed actual recordings from two on-going classes and demonstrated the flexibility of the output. Students have three viewing options while listening to the audio of the lecturer. They can choose to watch only the video of the presenter, view only what was projected on the classroom screen (VGA channel), or keep both windows open and see both channels at the same time within one screen. They can also view the slides as thumbnails and select a particular slide for review - the system will automatically synchronize the audio and video with the slide. They can fast forward or cue up to any point in a lecture by sliding the playback bar along a timeline under the video window. Hibbitt also played an MP3 audio track stripped from a Mediasite recording to show the iTunes U connection to the project. She noted that it is possible to upload .pdf files to complement the audio in iTunes U, but since they are separate files, they will not be synchronized with the audio. Since iTunes U requires MPG4 files for playing video and the Mediasite files are WMV (Windows Media Video), the entire Mediasite file will not work as a video podcast in iTunes U – only the audio portion. She then showed the group the files of Chemistry courses that are only being audio recorded for podcasting from iTunes U using another recording method.

During the Mediasite pilot, the faculty member being recorded is notified by email when their recordings are posted to the streaming media server. They are invited to view the video and provided the URL link for the file. The link can then be embedded in a RamCT course by the faculty to enable their students to view it.

Currently, a technician monitors the Mediasite recordings. The start/stop record times could be automated in the future. An on-site camera operator is still necessary during the recordings.

Some files on iTunes U are available to the public through a guest link. Faculty members can choose if they want their materials to be public or protected. If the files are protected, the user would have to have an eID to log in to the system to access them. Once logged in, the user can access any and all files currently uploaded.

The university currently has 8 Mediasite units. There are 2 in College of Vet Med, 2 in College of Business, 3 in Classroom Support Services, and 1 in the Institute for Learning

and Teaching. Interest in Mediasite recordings has been for various reasons; some participants want their video recorded and have not utilized the VGA channel. Currently Classroom Support Services has one portable unit that can be used to sample the process if a faculty member is not ready to commit to a full semester of being recorded.

At this time there are limited editing capabilities of the files. Mediasite suggests downloading the files into an editing program for more in-depth editing. M. Palmquist, Institute for Learning and Teaching, notes that they have had some success with very simple editing on their recordings. A. Smith indicated that the next version of the software for the Mediasite will have more editing capabilities built in.

Hibbitt will be sending out a survey to the faculty and students enrolled in these Mediasite recorded classes for feedback.

Agenda item 3. S. Hibbitt distributed a draft of a letter to Tony Frank, Provost/Senior Vice President, regarding the Space Review Process. The letter has been tabled for now.

P. Burns, J. White, and B. Chase attended a VPOF meeting to discuss the space utilization. Burns was charged by Frank to further explore the number of departmental classrooms on campus and how they are used. He will work with B. Chase, S. Hibbitt, L. Morse, and J. White to perform a study of all classroom space and scheduling. The group may also look at the number of seats in the rooms and the technology installed (projector(s), clickers, Mediasite, etc.).

Agenda item #4. S. Hibbitt reported that the group reviewing the Department First Preference policy, L. Morse, J. Brouillette, and J. White, had met, explored alternative possibilities and ended up with three options:

1. Start enforcing the 1997 policy as it stands.
2. Eliminate the DFP status of all rooms. A lot of the reasons for having DFP rooms are no longer valid. Phase the designation out over a period of time.
3. Leave the currently designated DFP rooms as they are, but amend the policy making a change to this designation more stringent.

They feel that during the classroom utilization study that has been charged, option 3 is the best suggestion at this time. The DFP policy may be impacted or resolved by results of the more comprehensive study.

Agenda item #5. D. Carpenter's questions about project "Icky" were tabled until the February 6, 2008, meeting.

The next CRB meeting will be Wednesday, February 6, 2008, 12:00 noon - 1:00 p.m., in East Atrium Conference Room, Lory Student Center.

Classroom Review Board

Wednesday, February 6, 2008, 12:00 noon - 1:00 p.m.
East Atrium Conference Room, Lory Student Center

AGENDA

1. Approve the minutes of November 7, 2007.
2. D. Carpenter – Questions about project “Icky.”
3. P. Burns – W205 Anatomy/Zoology – replacing opaque slide projector surface with a drop down screen/moving the podium.
4. L. Morse – 243 Physiology – 2nd screen and projector.
5. S. Hibbitt – Request to re-designate C238 as departmental rather than general assignment.
6. A. Smith – Classroom wireless microphones.
7. A. Smith – Discussion on next generation HD data projectors.

Schedule of Spring 2008 upcoming meetings:

Wednesday, March 5, 2008, 12:00 noon – 1:00 p.m., E. Atrium Conference Room, LSC

Wednesday, April 2, 2008, 12:00 noon – 1:00 p.m., E. Atrium Conference Room, LSC

Wednesday, May 7, 2008, 12:00 noon – 1:00 p.m., E. Atrium Conference Room, LSC