

Date: November 30, 2011
To: Classroom Review Board
From: Rusty Scott
Re: Minutes of November 29, 2011

Members present: Shaun Beaty, Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, C.W. Miller, Julia Murphy, Al Powell, Doug Satterfield, Rusty Scott, Dan Turk, and Pete Winterscheidt.

Members absent: Steve Hultin

Guests: Jeff Bullington, University Libraries

1. Approval of minutes

The minutes of October 31, 2011 were approved unanimously with a few minor grammatical corrections.

2. Symposium demo – A. Powell

A. Powell demonstrated the functionality of the Symposium and the Smartboard installed in the OnLinePlus room in Routh Hall. His presentation was recorded and is available online:

<http://csudce.hosted.panopto.com/Panopto/Pages/Viewer/Default.aspx?id=3a5fc315-9623-493c-ae2c-27e944fb1aaf>

3. Engineering B2/B4 implementation plan – A. Powell

The proposed modifications to B2 and B4 are as follows:

B2:

- New paint
- Resident PC including connection for laptop
- Smartboard that would serve as a data projection screen
- Video camera
- Wireless microphone for the instructor
- Handheld microphones for the students
- New single rack podium (the existing large double rack podium will be moved to B4)
- Echo360 lecture capture appliance

B4:

- New paint
- Resident PC including connection for laptop
- Symposium and Smartboard
- 2 Video cameras
- Wireless microphone for the instructor
- Tables with fixed push-to-talk microphones at every other student seat
- Double rack podium moved from B2 with two duplicate sets of equipment – one open to general use, one locked down for Systems Engineering instruction use only
- Echo360 lecture capture appliance

The proposed timeline for the remodel of both B2 and B4 is:

- Issue bids (February)
- Engineering Network Services (ENS) will order room painting, maintenance, AC and lighting changes (Feb/March)
- Facilities work to begin on May 14, 2012 to be completed by June 1, 2012
- Vendor installation of equipment, June 1 to be completed by June 8, 2012
- Systems test (OnLinePlus/ENS), June 11-29, 2012
- Rooms available for the 3rd four week summer session which begins July 9, 2012

Both rooms are to remain General Assignment with first preference assigned for Distance Education classes. J. Murphy noted that there are already classes scheduled in both classrooms for Fall 2012. To accommodate any changes giving preference to Distance Classes in the rooms, she will need to know by the end of January 2012.

D. Carpenter motioned that the committee endorse the implementation plan. D. Turk seconded the motion. The motion was approved unanimously.

4. Engineering B1/B3 update – T. Blunt/K. Buffington

Representatives from Engineering will present updated plans for the remodel of B3 to the UFFAB on December 1, 2011. The funds have been approved and must be spent before July 1, 2012. There are no classes scheduled in the room for Spring 2012, however there are classes already scheduled for Fall 2012. Changes to the remodel timeline need to be communicated to J. Murphy by the end of January 2012.

5. Lecture Capture/Echo360 update – D. Carpenter/R. Scott

At the October 31, 2011, CRB meeting, the committee endorsed the Echo360 implementation. Scott and Carpenter have set up a meeting with Echo360 representatives on December 15, 2011 to determine licensing and infrastructure requirements for a campus-wide deployment. They will update the committee as information becomes available.

6. Classroom Technology Strategy –R. Scott

R. Scott, D. Carpenter, J. Murphy, and P. Burns initiated a formal Classroom Technology Strategy document which was provided to the committee for discussion. Scott, J. Brouillette, D. Turk, A. Powell, and Jeff Bullington (University Libraries) will continue to develop the document with the goal of presenting it to the committee for endorsement at the next CRB meeting so that it can be sent on to the Faculty Council Committee on Teaching and Learning.

Next meeting: February 2012 (TBD)