

Date: October 7, 2011
To: Classroom Review Board
From: Rusty Scott
Re: Minutes of September 29, 2011

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

Members absent: Steve Hultin, Al Powell, and Dan Turk

Guests: Skip Ackler, Registrar's Office

1. Approval of minutes

The minutes of April 25, 2011 were approved unanimously.

2. Classroom Technology Committee update – R. Scott

Due to changing timeframes and need for focused attention in additional areas, the committee was asked to summarize their activities by the end of July rather than October. The recommendation included; 1) A centrally-supported software lecture capture solution be identified 2) Audio enhancements be made to (eventually) all GA rooms enabling capture of audio (microphone/audio mixer), 3) Training programs be established for faculty and instructors, and 4) Phone and bridge services be included in GA rooms (starting with distance education rooms). Another consideration is for a whiteboard capture or Symposium – DCE considers this mandatory and there are some pockets of interest across campus.

3. Echo360 Demo – D. Carpenter

The College of Applied Human Sciences has researched a number of lecture capture applications and has adopted Echo360 as a College standard. Echo360 includes appliance, podium and laptop based solutions and can publish multiple formats for recorded lectures. Use of the product is an opt-in for the college faculty. Licenses for the laptop application are available to campus faculty & instructors under the CAHS agreement. D. Carpenter will make arrangements for a hands-on demo to include P. Burns, C.W. Miller, J. Brouillette, R. Scott, and S. Beaty.

4. Lecture Capture Evaluation Process – R. Scott

R. Scott and D. Carpenter have been asked by P. Burns to consider lecture capture solutions and provide a recommendation for determining a standard for the campus. The process conducted by the College of Applied Human Sciences and the activity of the Classroom Technology Subcommittee along with general campus requirements should be considered. D. Satterfield indicated Crestron may have a viable solution.

5. Room Reservation Policy – J. Murphy

J. Murphy drafted a policy for reserving classrooms for events. The policy was reviewed and discussed. P Burns made a motion to endorse the policy as written. C.W. Miller seconded the motion. Murphy will formalize the draft and it will contact the University Policy Office for acceptance and implementation.

6. GA Room Updates and Discussion – R. Scott

Engineering B3 – A proposal came to CRB in late April to combine B1 (departmental room, capacity 27) and B3(GA room, capacity 30) into one DFP room. B3 will be off-line during spring of 2012 for renovation. Some aspects of the project had already been approved for UFFAB funding. Engineering has since noted that B1 is currently being used as GTA offices and they have no place to move the offices to at this time. T. Blunt will contact Engineering to remind them about deadlines for UFFAB funding use. Also, the project may need to be re-scoped as requested funds were not sufficient to complete the project.

Engineering may petition UTFAB for funding of the audio/visual equipment upgrades that will be necessary.

Art F103/F113 – A request to swap F103 Art for F113 Art came to CRB in February. F103 will remain GA through fall of 2011, then released to the Art department. F113 will be renovated this fall, declared GA and be available for spring 2012. DFP designation will remain. Seating capacity will increase from approximately 50 to 70.

Rockwell West – CRB charged with reviewing use after the first year to determine the need for ongoing GA/DFP need. Currently, 18 COB classes are held outside of Rockwell. Fourteen of the 18 are classes too large for classrooms in the building. Additionally, only 4 non-COB classes are taught in Rockwell. The committee feels it prudent to hold on to the rooms in Rockwell as GA for 2-3 additional years, continuing to provide DFP (COB) designation. In the future, the remodel of the Lory Student Center may require the use of the rooms as offices and events are displaced from that location. The GA/DFP status will again be reviewed at that time.

Military Science, room 200 – DFP requested by Aerospace studies. Currently, room 201 is designated DFP and has 1 Aerospace class scheduled; room 200 has 5 classes scheduled. The rooms are adjacent to each other and are virtually identical in configuration. There were a small number of scheduling conflicts last year (2 or 3) prompting this request. The committee declined the request and will follow up (J. Murphy) to determine which room would be more convenient to be designated as DFP.

Clark C140 futures – Clark C140 has a capacity of 12, used historically as part of the CSUN Distance Education program. The room is set up in a conference style and there are no plans to renovate it. The room is rarely scheduled for GA purposes due to lack of demand. D. Carpenter moved that the room be given back to the Space Committee for reassignment effective Summer 2012. P. Burns seconded the motion. The committee approved unanimously. K. Buffington will notify the Space Committee.

7. VCRs in Classroom – D. Satterfield

Satterfield proposed eliminating VCRs from new classroom builds and technology refresh cycles as the availability of VCRs in the marketplace is rapidly declining. New classrooms will have DVD/BluRay players only. 144 GA rooms currently have VCRs. These machines will be supported and maintained, but not replaced if they fail. Many peer institutions have already moved in this direction. Classroom Support Services will retain units on-hand for replacements/checkout as needed. Remaining VHS tapes held by Faculty should be converted to DVD where possible. The committee accepted the proposal.

Next meeting: Monday, October 31, 2011, 203 Morgan Library