

Date: June 19, 2018
TO: Classroom Review Board
From: Julia Murphy
RE: Minutes of April 26, 2018

Members Present: Kristi Buffington, Dave Carpenter, Matt Hickey, Jason Huitt, Stan Kruse, CW Miller, Julia Murphy, Al Powell, Tristan Syron, Simon Tavener

Members Absent: Pat Burns, Blaire MacNeill, CW Miller, Tristan Syron, Tom Satterly

1. Approval of Minutes

The minutes from March 22, 2018, meeting were approved.

2. Update on CRB Charter Review - Jason

The group discussed the draft of the updated charter provided by Jason. Jason will edit the draft related to the discussion items and bring back to the committee at the first meeting of the fall semester.

3. iClicker Update – Jason

We have received a pretty clear indication that Tophat is likely to be the preferred vendor for Unizin schools although they will continue to support any response system that can get the data into the data warehouse. Pat has asked the Unizin Committee on Teaching and Learning to provide a stronger stance on which direction they wanted to go. Tophat? iClicker? General Technologies? They declined to take a strong stance Pat was looking for though they did articulate that it looks like Tophat is going to come out on top. Waiting for direction on timing to engage the CSU Committee on Teaching and Learning to start an evaluation process. It seems unlikely, given the timeframe, that we could pull that off before the start of the Fall semester. Looking at a protracted evaluation over the course of Fall 2018 as we align on whatever we look to deploy for Fall 2019. There will definitely be some overlap as we convert. Still have to support iClickers for some length of time. The good news is that Tophat owns all the support for the entire platform so no one at CSU needs to be responsible for supporting the end users.

Initially approached in three phases:

1. Vet the technology itself. See if it is something we can support on campus from Central IT perspective. That box was largely checked.
2. Introduce the concept to the students who ultimately pay for subscriptions to use the mobile app that provides them the interface. The students were supportive. The cost for the platform they will love compared to the cost of an iClicker. There was no majority "Hey, let's do this," but they all thought the technology looked pretty good.
3. Faculty engagement. We are going to have to approach the Committee on Teaching and Learning to put this into their heads to better understand whether they are going to be willing to go that direction or not. Ultimately we are going to look for a recommendation from that committee to proceed.

There is no procurement process. We select a system, socialize it with the students, and then work with the CSU Bookstore to offer the licenses in a way that the students will be able to buy them.

In a survey conducted by Pat and Al, 75% of 250 responding faculty indicate they do not use iClickers in their courses. Jason will look into how many students currently are buying iClickers and how many are actually registered.

4. Gifford 312 request – Dave

The College of Health and Human Sciences has submitted a request to reassigning Gifford 312 from a general assignment classroom. The space would allow the college to shuffle spaces throughout the building and create much needed expansion of clinics that are critical to the success of the Human Development and Family Studies department. The clinics help serve all three legs of the university's core mission of teaching, research, and engagement. Julia looked into the room usage. Gifford 312 is 72% utilized. Which currently meets the average. The general CRB policy is to ask the department or college to trade a departmental room for a GA room, i.e. Gifford 331 or 336. Rooms would remain DFP and their classes could continue to use them, but Room Scheduling could schedule the room for other disciplines as well. Dave to propose to the Dean and the group will vote via email during the summer break.

5. Budget Update – Renee

\$12,900 available for assignment to date. Release \$4,000 place holder for wall mount panels in Walnut. Equipment can be ordered by June 30 for Wagar 107B and Biology 136. Smart boards being removed from BSB 131 and Clark A206 and replaced with whiteboards – Al trying to get the crew scheduled from Facilities to get this done.

6. Smart Sympodiums/Sharp Monitors, Desktop Computers in GA Classrooms – Al

Smart Sympodiums installed in classrooms in approximately 2010 are failing. They need to be removed and replaced by Sharp monitors. Al has already obtained enough monitors to make the conversions and will start this summer. He will maintain a few spares for quick replacement. With the removal of the Smart Sympodiums, there will no longer be a requirement for in-room computers. However, having an in-room computer enables use of smartboards and makes web conferencing easier. Al and Julia recommend we review the CRB policy on in-room computers. The respondents to Pat and Al's survey indicated that 34.23% often use the computer in the lectern and 25% sometimes use it. It is not known how many would have brought their own laptop if there was none in the classroom. Al wants to pull out the old technology and replace with the newer technology so we are closer to having all of the same technology in all of the classrooms that have lecture capture. Al will contact every faculty member teaching in the affected rooms for both fall 2018 and spring 2019 to offer information and/or instruction as necessary. Al is creating new video training on this technology. Unanimously approved.

7. Classroom Utilization Report - Julia

Will be delayed to the first fall semester meeting.

**Fall 2018 Schedule:
Morgan Library room 203**