

**DRAFT – Minutes of the TLTR Meeting – Friday, October 19, 2001 – ELIB 211 – 10:30-12**

**Members Present:**

Jamie Atkinson	Michael Ciri	Shirley Grubb
Steven Hamilton	Lisa Hoferkamp	Rebecca Moorman
Jason Ohler	Jeff Quick	Joe Sears
Alice Tersteeg	Emily Wescott	

**Members Absent:**

Jonathan Anderson	John Attebury	Mark Graves
Steve Johnson	Susan Warner	

**Guests:**

Karen Cummins	Keith Gerken
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**Meeting Agenda:**

1. Call to Order
2. Additions or Changes to Agenda
3. Approval of Minutes (9-14-01)
4. Facilities Discussion with Keith Gerken
5. Classroom of the Future
6. Special Projects
7. Technology Forums
8. Library Update
9. Next Meeting
10. Adjournment

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- 1. Call to order**– meeting was called to order at 10:35 by chair, Rebecca Moorman.
  - 2. Approval of Agenda** – agenda was approved with no additions. [Rebecca later removed item 8.]
  - 3. Approval of Minutes** – Steve H. moved to accept the meeting minutes from the September 14, 2001 meeting. Michael seconded this motion, which was passed unanimously.
  - 4. Facilities Discussion**– Keith Gerken, Facilities Services Director, joined us for a discussion of technology planning for the new classroom wing. At this point, all the classrooms will be set up for wireless or plug in network access. There is capital funding available for furnishing the wing, but Keith needs feedback from faculty on what they want in the classrooms. Keith described the new facility, which will include various rooms, a lecture hall, satellite capability, sound, wiring, and equipment. Most of the rooms will be general purpose classrooms, but all the classrooms are not the same. There will be two small seminar rooms, seminar rooms for 8-10 people, medium sized rooms and the large lecture hall. There will be a communications room in the basement for telephone and network connections.

The biggest issue to tackle is whether digital projectors should replace the TV/VCR in all classrooms. Projectors can be used with VCRs, laptops, etc. If we decide that projectors should be standard classroom equipment, how we replace them every 3-5 years is what we are working on. Michael said allocating \$18,000 each year for projector rotation would keep every classroom in the new wing up-to-date. High end projectors would continue to be available for checkout for use in spaces without built in projectors.

Keith needs detailed recommendations on lighting, screen and whiteboard placement, screen size and type, etc.

We did some brainstorming with Keith. Faculty want setup simple and consistent from room to room as much as possible. If speakers are in a room, they need to be wired. There needs to be cable television in each room. Full spectrum lighting sure would be nice. Room in the building to store laptop carts would be helpful, so transporting equipment all over campus wouldn't be necessary. Ideally, every piece of technology should either be permanently installed or portable so it makes rooms interchangeable. One request was for a permanently mounted periodic table of the elements for chemistry classes. Other suggestions included universal mounts for charts and maps, rooms specifically set aside for certain classes, and storage space for instructor materials in the classrooms. Having the whiteboard and screen mounted next to each other would be preferred, instead of installing a whiteboard behind a pull-down screen. Keith said two-stage fluorescent lighting will be installed. People have become used to turning off lights when using digital projectors, but this is unnecessary with the newer, brighter projectors.

The TLTR is the ideal group to provide leadership on technology planning, and Michael moved that we create a subcommittee to come up with specific recommendations for the new classrooms. Keith needs input by mid-November, when the contract for Phase II goes out for bid. Michael will coordinate the group, which will include Rebecca, Jason, Jeff, and Susan. If we decide we need outside help (i.e., a consultant) Keith has money in the building budget to finance it. We may be able to stick with our local expertise. The subcommittee will send out email to the rest of TLTR, as well as other faculty, asking what people would like to see in classrooms. The group will first meet October 24 after Susan's *Classroom of the Future* presentation, and will come back with recommendations at our next meeting.

**5. Classroom of the Future** – Susan Warner is giving a presentation next Wednesday, October 24, on new technologies available for classrooms. The original audience for this demonstration is the Faculty Chairs and Deans, and the invitation has been extended to TLTR members. Seeing some of these different tools might help us come up with more ideas about what we want installed or used in the new building.

**6. Special Projects** – Michael Dwyer submitted a proposal online October 28, before the deadline for fall submissions. Due to technical problems, the proposal was not initially discovered. UAS Network personnel verified that this proposal (and no others) were submitted on time, so the information was passed to the Proposal Committee (Lisa H., Steve H., Emily, and Jamie). They will bring back their recommendations at our next meeting.

**7. Technology Forums** – We lined up volunteers to coordinate some of the forums we had talked about at the September meeting. The brown-bag lunch format seems to gather more people than forums scheduled at other times. Rebecca will find out when the Lake Room is available, and organize a Library-Media-Computing Forum for students. Rebecca will also find out when Steve Johnson is available to talk about his courses on CD-ROM. Jason will contact Scott Christian about doing a presentation on distance degree programs. Emily will coordinate a forum on student projects. Michael will present his annual forum on UAS Online.

**8. Next meeting** – The next TLTR meeting will be November 16<sup>th</sup> from 10:30am – 12:00pm in LIB211. We'll hear back from both subcommittees (Proposal and Classroom Wing) at that time.

**9. Adjourned 12:57**