

# MEETING MINUTES FOR MAY 7, 2024

## IN ATTENDANCE:

- Cheryl Jones, Adine Stormoen, Cal Anderson, Blisin Hestiyas, Chris Quantrell, Dan Bouweraerts, Douglas Dawson, Erik Gonzalez, Gina True, Izumi Shibasaki, John Reid, Kofi Poku, Martin Santos, Olga Katkova, Sharif Rumjahn, Timothy III, Ygnacio Vazquez-Guzman

## Room For Improvement (standing agenda item):

- **RDMT 240:** projector is moved during productions. Request help from Media Services if the image gets crooked.
- **VSTA 204/205:** new larger screens will be installed
- **VSTA 203:** the noise in this room is from HVAC. It will be fixed in 2 years when the heat pumps are replaced.
- **SIER 116:** new larger screen will be installed and HDMI retrofit will be prioritized
- New Concerns: **SIER 212:** concern brought up by Kofi; when he blanks the screen on the pixie, it does not “stick”. Media Services will investigate the pixie programming
- **Vivi Training (all rooms):** John Reid would like to have Vivi Training in the fall when faculty are back. We will identify teachers in Vivi-equipped classrooms in Spring 24 and Fall 24 and offer them training before classes start.

## Summer Classroom Updates:

- Projector Upgrade Project: There are 83 projectors in need of replacement (40 of which are 8+ years old). All of them will be replaced this summer. This will provide greater clarity, brighter images, no screen door effect
- HDMI transition: There are 70 more classrooms that need to be transitioned from VGA to HDMI; it takes 3-4 hours per classroom. This will be completed over the summer
- Cleaning/Inventory: Media Services is in and out of every classroom over the summer. They clean the teachers station, filters are reset and cleaned, projectors aligned. This summer we will also check for instruction sheets and make sure they are accurate and up to date
- Shared Space Projects: SIER 210 and RDMT 255/256 will be updated with new technology this summer

## Fall Technology Day:

- Fred and Cheryl (and anyone else interested – please let me know) will be working on this as a subgroup of this committee and the AI committee. It will be held in late September/early October on a Friday at Dandini. We will invite vendors who already have their equipment in our classrooms as well as additional vendors for emerging technologies like Gen AI and VR. There may be a keynote speaker. There will definitely be vendor tables and possibly breakout sessions. We will be working on this over the summer.

## Prototype Cadillac Classroom:

- Discussion was led by John Reid. He stated that we want to plan and develop a prototype classroom for the future that is based on evidence such as what is being used elsewhere successfully in higher ed. He suggested we may want to visit Hug high school since their buildings are brand new and we assume they were built with a forward-looking technology plan.
- This conversation then took a different turn when Ygnacio suggested that we meet directly with folks from Advanced Classroom Technologies who designed Hug and installed Hug’s ViewSonic boards and trained teachers to use them. We decided to do this in the fall and it will be added as an agenda item.
- What would a modern classroom (say in 5 years) look like?
  - It would be an environment designed for multi-modal instruction
  - The technology would allow both instructors and students to interact with the screen

- There would be high quality screens (possibly 2 screens?)
- Do not have the screen cover the white board
- Good lighting
- Sound absorbing panels
- Olga and Blisin brought up the topic of online classes. It was agreed that a classroom of the future would certainly include hybrid instruction and that as we progress with our work, we need to be mindful of the needs of online students and faculty to ensure that we do what we can to enhance their learning experience. Kofi noted that he sees students who appreciate the flexibility of asynchronous online instruction, while also seeking the connection that in person instruction brings. We agreed that this hybrid model of instruction was likely to be relevant when we design a prototype classroom.
- It was decided at the end of this discussion that we would consider SIER 100 as the front-runner for our prototype room selection. We will bring this up again in the fall for a vote before we proceed.

## Meeting Time for Fall 2024:

- Cheryl will send out a poll to determine the best time of day for a standing meeting next year.

## New Business:

- Cheryl shared a draft of a rewrite of the Mission and Objectives for the Technology Committee. We will work on this over email and see if we can get consensus before end of term. If not, we will finalize it in the fall.

<https://docs.google.com/document/d/15CCzftLuWmolG0tZ5Bexrx4nRk68WxgCu6hfdSQzmSI/edit#heading=h.1d4barf1fijy>