

## Monk, Betty

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**From:** Baynard, Christopher  
**Sent:** Wednesday, September 19, 2012 10:17 PM  
**To:** Monk, Betty  
**Cc:** Gallo, Andres; Jones, Lynn  
**Subject:** CCB Tech Committee Meeting minutes 2009 and 2010  
**Attachments:** CCB\_Tech\_Committee\_Meeting\_Minutes\_Oct\_15\_2009.docx;  
CCB\_Tech\_Committee\_Meeting\_Minutes\_Aug\_24\_2010.docx

**Follow Up Flag:** Follow up  
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Hello Betty. I am submitting CCB Tech Committee Meeting minutes for:

1. Oct 15, 2009 and
2. Aug 24, 2010.

Thanks,

Chris

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Oct 15, 2009

Fall 2009 Tech Committee meeting.

Building 42, Room 1105 from 12:30-1:30.

Present: Jay Coleman, Robert Slater, Reinhold Lamb, Rahul Kale, Doug Titus and Chris Baynard.

1. Chris Baynard was nominated Committee Chair and accepted.
2. We discussed the plans to outfit Bldg 10 with tech equipment—as envisioned by Doug Titus from the Technology Support Office in CCB. See below for the complete list. Some of the items on the list that we discussed as a group included:
  - a. Keeping the document camera (Elmo) in all the large classrooms. Some professors use this item a lot, others, never.
  - b. Whiteboards—we discussed making the whiteboards as large as possible, even extending them to the sides of the rooms since they are often covered when the projection screen is down.
  - c. The rooms will have power outlets for laptops, thus facilitating the use of laptop computers during each class if the instructor so chooses.
  - d. Doug suggested having fixed seating (non removable chairs) to avoid missing chairs. We discussed that having non-fixed chairs actually made the classroom setting more flexible, since students could work in groups of various sizes. Some faculty members felt that this would be a better option, and further opinions would be communicated to the Committee and Doug.
  - e. Lecture capturing is still to be decided, as it costs around \$10-20K per room, but requires a \$2k maintenance fee per room yearly. This feature may be installed in the largest classrooms. It allows the instructor to record their lecture and have it converted and uploaded to Blackboard.
  - f. Symposium monitor: this feature allows one to write on the instructor station monitor with an electronic pencil. This feature may also be limited to the bigger rooms.
  - g. Having dual monitors with perhaps dual projectors was also discussed. Given the limited demand, this may be installed in one or two rooms, which the instructor would ideally request for his/her class.
  - h. Having a Testing Lab was also discussed. To be decided: would it be used exclusively for testing or would it also serve as a classroom? Also, would it have a student proctor (who would need to be paid) or would faculty oversee it (during their use)?
  - i. Having a new computer lab was mentioned, though it's not clear if this is possible, nor if a student proctor would manage it.
  - j. Kiosk, or stand-alone computers, will be available in Bldg 10 so students can quickly check their email, assignments. They will have to stand for this and is therefore designed for quick daily use.
  - k. Under Special Areas, a microphone and projector/video wall is planned so that speakers can address a crowd at the entrance of the 2 buildings.
  - l. Dedicating research space for graduate students/alumni with access to online journals and databases was briefly discussed and supported.
  - m. Finally, providing a skills lab, small student stations like we now have in Bldg 42's 1<sup>st</sup> floor, but with pay-for print access and a 90-minute time limit.

3. The discussion centered on whether committee members believed the above items would be useful or not to most of the CCB faculty as Building 10 went through renovation in preparation for transfer to CCB.
  4. Meeting was adjourned at 1:30, and minutes were taken by Chris W Baynard.
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List of items provided by Doug Titus:

### **Classroom and podium technology**

#### Podium

- Computer
- DVD player – no VCR
- Cable TV
- Remote mouse
- Laptop connection

Document camera – in large classrooms and cart available for check-out for other rooms

Projector

Motorized screen

Wired and wireless microphone

Whiteboard

Clock on the back wall (so instructors can see the time)

All rooms will have power outlets for laptops

Requested fixed seating from architect

TV mounted in the back of the room (the TV will show what is on the screen at the front of the room so the instructor won't have to turn around to see the screen.)

#### **Yet to be decided:**

- Lecture capture
- Video conferencing
- Symposium monitor
- Dual monitors

#### **Building Technology**

Testing lab

- Dedicated or used part-time as classroom

- Proctored or administered by faculty member

New computer lab

Kiosk computers

Electronic signs

**Special Areas**

Lobby

Microphone, video wall or projector for speaking in lobby

Graduate/alumni suite or research area with on-line journals, databases, etc.

Skills labs with pay for print