

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	January 17, 2013
Time	9 am to 10:30 am
Location	109B Halle
Attending	Rita Bullard, Jim Carroll, Caroline Gould, Sandra Hines, Don Keller, Patrick Koehn, Marianne Laporte, Eric Owen, Carl Powell, Barbara Scheffer, Mary Vielhaber
Absent	Colin Blakely, John Donegan, Matt Evett, Shawn Quilter, Maria Sipos, Fraya Wagner-Marsh
Guests	Dean Backos, EMU Purchasing; Jesse Martella, Mike Martin, John Sparks, AJP Consultants

Meeting convened by Jim Carroll at 9:03 am.

I. Agenda approved

- Moved by Pat Koehn, seconded Don Keller, approved unanimously

II. Review and approval of December 13, 2012 meeting minutes

- Moved by Mary Vielhaber, seconded by Pat Koehn, approved 8 yes, 0 no, 1 abstention

III. IT Projects

a. IT Projects

- WiFi expansion continues: Mark Jefferson, Marshall, Roosevelt, Quirk this month; Boone, Ford, McKenny, Pierce, Sherzer, and Snow by April; Fletcher in June/July. Remaining buildings and residence halls in next fiscal year. Best Hall update during its renovation. Dorms need wiring, not just antennas.
- VOIP: January – Pierce, Sill, Strong. April Alex, Boone, Ford, Marshall, Welch, Convocation Center. Summer – McKenny, Owen, Quirk, Roosevelt, Snow. Covers majority of larger academic buildings. Several smaller ones to be completed in FY14.
- Voicemail notification, speaker phones, caller ID, online phone directory, cameras (can mute). Only one line for phone & computer
- Spring, start next year's computer refresh program. Matt Evett will share faculty input on computer refresh at next IT Steering Committee meeting.
- Does VOIP system indicate messages waiting on computer? No, not this system.
- VOIP phones are assigned to person's location, so phones shouldn't be unplugged and moved.
- Faculty will get an internal and external number. External number can ring only to voicemail if needed
- Possibility of dropping calls if computer being used in network intensive programs? Phone is first in line, then computer. Phone uses less power. Connecting in this order prevents dropped calls.

IV. Classroom Technology

a. 109B Overview

- Dean Backos, Director of Purchasing introduced the AJP Consultants; Mike Martin, John Sparks, Jesse Martella. Mike Martin explained the technology classroom to the committee.
- Extron Controls in Alpha, Aurora Media in Beta. Very similar. Both will have intercom feature – communicate with main office. Aurora has a silent alert system to alert faculty member – requirement brought up by public safety.
- Identifying base systems for every classroom: PC, laptop connection, Apple device connection, DVD/Blue Ray, document presenter, monitor or screen (clearer, \$200-\$300 upfront cost, but no bulb replacements, quieter, not as hot), white board (not covered by the monitor), and a phone. Smart boards are an al a carte feature, will not be in every room.
- Auditoriums will always have projectors and screens because there are no monitors large enough.

- Jesse Martella doing room-by-room evaluation and inventory of existing technology
- Consistency for each classroom is the goal
- 80" monitor, will the size vary? Sill, Marshall, Roosevelt have a handful of rooms where 80" monitor too large. Room 16 Roosevelt, would reconfigure layout. Will colleges have input?
- Dean Backos: Keep prototype of rooms the same. Will review surveys (inventories) with buildings' administrators (college). Will be a feedback loop on surveys. Mike Martin: layout room by room, will send it to group for approval. Jesse Martella: all have input, and leaves no margin for error / hidden cost for construction.
- Where is local input on the inventory? Once inventory is complete, drawings will be completed and sent to administrators for review/input/approval.
- Who are they who will oversee these systems? Looking at centralized support, but not finalized. Where located? Hours? Training? Work with faculty in alpha/beta rooms on support, not just equipment evaluations? New systems supported by college techs first year – get feedback from them. 100 rooms as pilot, 350 as ultimate support. Support will be centralized IT group.
- Automated diagnostic system performs health check in am, get messages of issues, remotely fix many items, then assign work order to techs.
- Faculty may try to "fix" issues themselves – will lock equipment if needed.
- Institute the "help" button.
- You Tube video refresh rate hesitation when viewed on monitors. This also happens with projectors. Downloads run better.

b. 217 Overview (not discussed) – Committee will meet in Room 217 in February

c. Scheduling/Input Winter 2013

- Use 109B to get faculty familiar with room. Schedule department meetings, run seminars. Once 217 Halle is available, start scheduling classes in it. Overuse the rooms. Peggy Liggitt aware of need to use 109B extensively.
- 217 Halle is for one or two class sessions, not the entire semester. Be selective on what is scheduled; use the room for "tech-heavy" sessions.
- Rooms completed – training sessions will start. Maintenance system – Carl Powell and Jim Carroll working on this issue. Committee members get the word out to your areas.
- Training in 109B before using 217 Halle. Peggy arranging training sessions. Department training sessions, then feedback. Diverse technology on campus will present a challenge until all the classrooms are equipped to the basic technology standards.
- Pilot support in alpha/beta rooms. Alpha/Beta rooms supported by Halle (library) techs. Library techs haven't been trained in technology. "On-Demand" help, and self-diagnostic maintenance system is a process change.
- Can super users be identified? Train the trainers is another option.
- Ambiguous and non-committal answers regarding support of classroom technology not inspiring confidence in committee members.
- On-demand help system and monitored maintenance system is a process change.
- Evaluation of the technology is critical. Surveys will be available in rooms for faculty to complete.
- Forms won't get filled out. Need someone to interview the faculty member immediately after faculty member uses technology. Facilitator during meetings held in 109B? Email is an alternative to paper survey.
- Who composed survey? It is only an equipment evaluation and doesn't address the experience. Needs additional questions. Have users jot notes, review later, augment with details, and then submit.
- Basic classroom equipped from results of EEFC survey. Faculty still have option to comment on equipment (use, usefulness). Will be some specialized rooms. Faculty feedback/input on the system controller (graphic user interface-GUI) is most important.
- Swing space communication plan to faculty to keep them informed – do this for classroom technology.
- Type of communication plan? How to communicate - newsletter, website, email
- Please send additional thoughts/concerns to Jim Carroll. Meetings with IT, AJP Consultants, Dean Backos, etc.
- How did consultants get access to key-pad locked rooms? Do not like outside vendors in college buildings without prior knowledge.

d. Next Steps

- Virtual meeting before February meeting. Jim Carroll, Eric Owen and Carl will meet.
- No equipment purchased before February meeting.
- February meeting will work on communication plan.

V. Computer Refresh

- Marianne Laporte suggested that Computer Refresh be moved higher up in the agenda for the February meeting in order to have appropriate time to discuss

VI. Committee Goals/Agenda Items for Year and next meeting

- a. Ideas?
- b. Projects?

VII. Adjourn

- Meeting adjourned at 10:59 am

Winter Term Meeting Schedule/Locations:

~~Thursday, January 17, 2013 – 9:00 am to 10:30 am – 109B Halle~~

Thursday, February 21, 2013 – 9:00 am to 10:30 am – 217 Halle

~~Thursday, March 21, 2013 – 9:00 am to 10:30 am – 109B Halle~~

Thursday, March 28, 2013 – 9:00 am to 10:30 am – 109B Halle (please note date change)

Thursday, April 18, 2013 – 9:00 am to 10:30 am – 109B Halle