

CDAC Programming Meeting: Mitchell/Coker Hall
August 2, 2004
Meeting began 12:06 PM

- Concern about Mitchell 105 renovation
 - Will not be renovated
- Coker 201
- For such a large room, need speech reinforcements and wireless microphones
- The podium is fixed in the center of the room and is a major problem
 - Probably a third of the class cannot see what is going on the screen
- There is quasi stadium seating
- Particularly people in the front row cannot see the bottom of the screen
- Maybe move podium to the side and have a center screen?
- Blackboard accessibility is also an issue but the blackboard goes the entire length of the room
- Maybe moveable or fixed on one side or the other
 - *Biggest problem in the room right now*
- This room only has one projector in it and projects on the screen it is pointed at
- Because of the door, is there no possibility to put screens on the sides?
 - Could we relocate the door?
 - Would have to move the chalkboard wall
 - Because of the seat count, have to have two doors
- What is 201D?
 - Added when the room was remodeled
 - Department requested storage
 - Nothing coming in or going out of the space?
- If we could delete it, a few more feet would be added
- Need to find out what is in there before a decision could be made
- Typical section of students in the room would be 180+
- With the Stone Center Auditorium online, could we move sections to there and lower the seats?
 - We still need a large classroom
- If we go with a large enough screen in the center, going to lose chalkboard space
 - Just want some chalkboard space to remain
 - Want everyone to see, but also have small amount of chalkboard space on either side
- Chalkboard is overwhelming choice
- Another issue: People complain about the lighting
 - Almost impossible to see what is on the chalkboard
- For screen location, leaning toward the center
- Will serve better, have a means to switch between media types
- The option of having two screens is a better choice, but if people can't see, it won't be worth it
- Pull seating and replacing is a possibility

- Is it a necessary expense?
 - The seats are less than 7 years old
- Power and Internet access added to the chairs?
 - It is very rarely used
 - A handful of people bring their laptops in
- How large is the tablet?
 - Is it big enough for two sheets of paper?
 - No
 - A laptop?
 - Would hang off, but be stable
- What about the podium itself?
- Problem having a removable podium
 - Wires and plugs
- The fixed style podium seems to be working well
- If you go that route, do not need a black cabinet in the back
- There is room in front, so make it fixed
 - Make it off to the side
- If it is fixed, it does not move up and down
 - It is at the required height for ADA purposes
- Lean toward a fixed KI podium
- Problem: whoever is seated to the side of the podium won't be able to see the screen
- With the black cabinet, can build it into the wall
 - There is a lot of room in the front
- Shades in the room are already electric
 - Department has commented on the fact that they like it the way they are
 - Do not give significant troubles
- Leave the shades as is
- Where will the equipment cabinet be located?
- Wouldn't be a good idea to put in the back of the room
 - Plenty of room in the front
 - Like it in the same corner as the instructor, if possible
 - Leaning towards front corner
- Seating
 - Have fixed armchairs
 - CDAC is going to look into whether to do power and data
- Screen
 - One in the center
- Multimedia Equipment
 - DVD/CD player
- In house computer
- Overhead projector and document camera
 - Laptop connection at podium
 - Would like projector w/handheld remote
- Wireless mikes

- No audio recording or teleconferencing
- Control system-touch panel and monitor (for in house computer)
- Document camera-ceiling mounted
- Lighting controls-total
- A single LCD video projector in the center with front projection

- Mitchell
- Room 9
- Right now there are movable tables and chairs
- Podium in the left hand side-fixed and attached to the wall
- Projector in the ceiling
- Whiteboard on the left side and the front
- Chalkboard on the back
- The podium has the control panel in the middle of desk, so it is hard to put a laptop on that
- Useful to add an in house computer
- Cannot control lights at the podium, some are in the back
- Would there be any advantage to rotate the room 90 degrees clockwise?
 - Students sitting on the sidewalls may have difficulty seeing the screens on side angles
- The existing layout works?
 - Students sitting in the top left had difficulty seeing the screen
- The adjustable podium would be more helpful and useful
 - Would need to find a place for the black cabinet if they go with adjustable
- Placement of blackboards may need to change-right now separated by tables
- One preference for chalkboards, but does not speak for the entire department
 - Will take a poll of the department
- It is looking at getting a new lighting system, but they have not had much trouble with people seeing the board
- Podium will be fixed
- Tables are good because they can move around and rearrange
- Equipment cabinet would probably be in a corner or right behind where the podium currently is
- Keep movable tables and chairs
- May be a problem with clearance if put the podium and equipment cabinet on the same side
 - Maybe relocate the equipment cabinet
- Screen location would ideally be to the instructors left
 - Like the screen now
- DVD/CD player
- In house computer
- Overhead/video projector w/document camera
- Laptop connection at podium
- Slide projector in room?

- Would not be an important thing to add in
- No speech reinforcements or audio recording or teleconferencing
- Touch panel and monitor
- Document camera will be ceiling mounted
- Lighting controls
- One video projector to instructor's left
- Overhead projector may be useful, but if have document projector, may not need it
- Could generalize the profile for the space to all the other rooms
 - For 05, make unfixed with connections
- For 305, make tables movable
- For 205, add chalkboard or make it longer
 - Have tables, but are all bolted to the floor because they are wired
 - Very awkward
 - The room is small enough the have plugs and Internet connectors along the walls
 - Building is wireless
 - May be useful to have a hard wire connection at the podium
 - Have stations in the room along the wall, but would have to bring their own network cable
- How many seats would you be willing to sacrifice to make a more usable room?
 - Need to see what the seat count really is
 - Room may need speech reinforcements; may be useful
- If you do make the tables movable, more chalkboard or whiteboard
- This room has a location of storage (205)
- Chalkboard on the north side would be helpful
- Room is oriented towards the right (that is where the screen is), chalkboard on the same wall (does not run the entire length)
- Make it similar to 09
- There are windows on one side, so no board there
- Maybe put a board on the wall adjacent to 207 and another on the wall where the doors are
- Have seats shifted closer to the windows
- What about putting the black cabinet behind the box and podium in front of that?
 - Need to have the podium 4 feet away from the wall for ADA compliance
- Pretty much will have to put the podium in the center of the room
- Electric shades would be useful
- Put screen on bottom corner (left side)
- The top left hand side would have a blind corner to the chalkboard in the front (just at the hall chalkboard)
- 305 has fixed old-fashioned chairs with no electronics, podiums
 - Going to be completely redone
 - Romance languages use it
 - Fix it like the other rooms
 - Go to Einstein chairs

- With podium, may be better off with seminar seating
- Which way to orient this room?
 - Leave it
- 106 is smaller conference room
 - Want conference seating
 - Prefer to keep table/chair configuration
 - Does not seat many people
 - Projecting onto left wall
- There are two screens in the room right now
- LCD projector on the cart
 - Chalkboards on the left and top sides
 - Maybe angle the screen and cut across the center of the room
 - Professor lectures on the left side with the blackboard and people sit in a U-shape
 - Document camera would not be helpful
 - Screen needs to drop from the left hand side (next to where people write)
 - Support needs to be from the ceiling
 - What about a screen at the bottom left so it does no interfere with the chalkboard?
 - Have a manual screen at the top
 - Current seat size is 20 (tight fit)
 - May have black cabinet at the bottom of the room on the board side
 - Will there be a fixed location for instructor?
 - Having a projector, to hook up a laptop would be useful
 - Maybe create a cabinet at the bottom of the room to hold the equipment
 - Could set everything up there and not have to put power and data to seats
 - Table is a little big

Meeting adjourned 1:37 PM