

CDAC Workgroup Meeting
February 16, 2004

Meeting started at 1:05 pm

- Room assignments into database?
 - ClassroomHotline already has information on the types of room and the equipment included in the room on an access database
 - Does not have seating type
 - There are slight variations on what is included in all rooms
 - Tag with classroom type and have a list of what is in the room
 - Need to know what is scheduled in the rooms

- Paulien wants to know technology in room
 - David trying to pull together
 - Jeremiah has spreadsheet that has everything listed in classroom

- We don't have one comprehensive database where everyone can go to look at what's in room
 - Where should that database go? Who is going to be the authority?
 - Maybe everyone's authority on a part

- ATN Classroom Hotline website
 - Under classrooms, all listed by category
 - Click on any one room, have equipment, seats available, active data ports, handicapped seats
 - Can you be an MC0 classroom and not be in general pool? Yes
 - Take all Non GP classrooms out and create a departmental/other list
 - Looked at classrooms under Jeremiah's name, can edit classroom
 - Lists everything that is in the room

- Need a list out there-give project manager/architect so know what is in the room
 - What would like to see-take information and have a central place
 - Need to have information to be able to generate report
 - Committee needs maybe by specific department
 - Chair type, seating arrangements-all in one place, or does other need access to put in/change information
 - David needs tags on what type of room has what
 - By updating website, David can have access to the information on seating, etc that he needs
 - David's scheduling officer puts together information for departments for scheduling of rooms-only in paper format
 - What's in classrooms, size, technology
 - Has to go to paper document, that's why he wants in a database format

- Need to know what standard is for each type of classroom, can know what minimum is
 - Classroom hotline has what David needs
 - Classroom assignments are changed everyday, so there is not a continuous database to choose from
 - AIS database is used for scheduling, course database, who's in which room
 - Can't use instructor and room at same time, normally can do that
 - Jeremiah can solve by redoing report, or immediately give excel spreadsheet with all types of classrooms to David

- Talk about workgroup documents
- Going through each one and offering notes and changes
- Still have time-next Monday present to CDAC for remarks-want a good working document
- March 1-send to everyone the guidelines we want to work with

- Minimum Standards-Jeremiah
- Went through all the bullets
 - Podium-moveable vs. removeable-need to clarify the word
 - Call it removeable- only moveable a little bit
 - Agreed to call moveable even though it is just slightly moveable
 - There is a problem because some of parts of the section apply to podium, others to person using it
- Who is the audience-engineering, members, architects, faculty
 - Will be published so other people can be out there
 - Make those comments (indented in italics)
 - Have notes and comments section-star with notes at the bottom?
 - Better to have information in same category, so decided each category will have notes
- If this is on the web, have a link to ask question or add their comments
 - Decided to not go that far today
- Equipment Rack
 - There was a question about is what meant by security-it means have equipment behind plates, screwed down
 - Anything they do not need to push a button to, can't access, so people can't turn knobs
 - In the document, decide to change public to instructor
- Input devices
 - VCRs
 - Should multistandard VCR be default?
 - These VCRs are needed to read videos from different countries
 - Can the classrooms live with NTSC as the multistandard?
 - Not super expensive-\$200 more, while current price for a VCR is \$150
 - Certain locations, not all GP classrooms need

- Romance Languages may need since they use videos from different countries
 - In Murphy, they are everywhere
 - Jeremiah does not know what to recommend
 - From scheduling point of view, resolves a headache
 - Make it a standard-multistandard is the standard
- Projectors
 - Kodak announced discontinuing slide projector line (that's what they said)
 - Since announcement, the University hasn't tried to buy
 - Don't know how long they are going to be widely available
 - Art library still has slides, so they will need projectors
 - We are still building with slide projectors-keep them in the report
 - Should a slide projector cabinet in back of room, or optional on demand?
 - Cabinet would be good-wouldn't have to pull out and place somewhere
 - Takes up seat or row of seats-how will it affect capacity?
 - Maybe obsolete or used very little
 - One more category that it is not in all technology classrooms- may be a problem
 - Seats are an issue, pick and choose at some point
 - Peter-look for a date in the future where no area of construction will have slide or overhead projector
 - Need a guide to tell how many people using in rooms in order to make a decision about keeping projectors in room
 - How difficult to get a slide digitized?
 - It is expensive, but two groups on campus that will help them do it (OASIS is one)- get the slides electronically archived
 - \$800-\$1000 for a slide projector, than cabinet adds on to cost-large investment on our part
 - Two screens maybe needed in rooms with projectors
 - Overhead projector section missing-still want them, but another \$160+bulbs
 - Add overhead to input devices-one in each and every room
 - DVD/Laptop Connection at podium section
 - Fine
 - Podium-take up desktop space, different types
- Layout of Jeremiah's document
 - Have items, then next to that, what's currently being put in and what's going to change
 - Does the rearrangement help the architect?
 - No, decided not to change
- Microphones (speech reinforcement)
 - In rooms-should be considered for rooms over 80, required for rooms over 100

- Over 80, see characteristics, the need
- Reasonable to have required over 100
- Two ratings that architect need to keep in mind
 - NC rating-partition density
 - NCR-standing floor of noise in the room
 - Numbers are set
- Special equipment
 - Classroom support needs a spare, where do they get it from?
 - Should they get it from the Department?
 - It was brought up that not all equipment that is provided is public (meaning there is no general login, can't access unless your part of the department)
 - Not always true-for instance Manning 307 has a general login, but need to reboot the computer
 - Resources should be made available no matter whose department it is
 - Not all departments are as hospitable as SILS, need to make it more hospitable
 - Maybe needs to change wording on document
 - What if buy a department buys extra equipment that becomes obsolete before ever used?
 - Gradually, it seems departments have moved own equipment into rooms, looks like equipment provided to everyone when it is not
 - Issue for CDAC to keep squatter rights from becoming pervasive
 - Jeremiah needs to come up with policy, bring before CDAC
 - How to deal with this issue
 - Place it up as a policy

*Didn't put in document that computer NC1 may contain a thin client computer in future-
The reason is it is still being tested

*This document provides minimum classroom technology for a MC1 classroom

- Project Review Requirements-Scott
- Derived from 3 documents/meetings-Peter and Scott in October 2003, CDAC workgroup from last week, document of meeting notes from Joe Schuck and Diane Gillis from 2001
- First Section
 - An idea was presented that programming/facilities planning-3rd bullet(review with registrar's office) be folded into 2nd one
 - Should tell classroom capacity of rooms
 - Should cross out Paulien study
 - Instead, maybe call it Classroom Capacity Study or something because Paulien may not always do the study
 - This is assuming that the architect would have these standards in hand

- Helpful to just point to Paulien documents on the website
 - Need a document that lists current philosophy on range of classroom sizes, recommended sizes
 - Propose to fold it into 2 bullets
 - Review the current design guideline
 - Review classroom use and mix analysis study
- Registrar section fine
- Is there a way to quickly find who is teaching in a classroom?
 - **Database needed**-next big priority
- ATN Multimedia design
 - Torn between wording of documents
 - Programming meeting with the users
 - Is bringing in professors to tell what they want too much for the architect
 - Or would they rather have project manager tell the architect
 - Architect prefers programming meetings? Maybe prefer to have inside view of audiovisual-would it serve the architect to be included in this project?
 - Ex.-Architect present at all meeting for Murphy-part of the process
 - Solution: put the phrase “At the discretion of the project manager.”
 - Anywhere document says Architect, change to Designer
- Change Classroom Hotline instead of ATN Classroom Hotline
- Multimedia Classrooms will stay the same
 - Considered using Multimedia Classrooms Design
 - Design creates confusion
- Present at the next meeting, send comments to workgroup
- Email comments to individual members by Friday

Meeting adjourned 2:06 pm