

Idaho State University
Council for Teaching and Learning
Minutes

Tuesday, March 18, 2008
4:00 PM
Business Administration Bldg, BA 403

In Attendance: Campbell, Diedrich, Enos, Groome, Reis (Chair), Reynolds (Vice-Chair), Rhoads, Risinger, Rudd, Smith, Wong
Excused: Adkison, Hill, Lora
Absent: Leung, Neill
Non-voting: Wallace (Recording Secretary)

1. Preliminaries

While waiting for a quorum to arrive, Reis handed out a draft of the Room Summary Report. She thanked Rudd and Wong for helping her compile the information. The Technology portion still had a few rooms yet to be added to the data, but much of the kinds of problems had been identified. The goal for this meeting was to decide on Technology recommendations for the final report.

More members had arrived; a quorum was declared.

2. Minutes for January 22, 2008

ACTION: Risinger moved to **approve the minutes**; seconded by Groome. No discussion. **Passed unanimously**, with one absention.

3. Minutes for February 26, 2008

Reis requested the minutes be corrected to list Rhoads as “excused”, not “absent”. Smith had a conflict, but did not inform Reis or the secretary that she would not be able to attend; she was determined to be “absent”.

ACTION: Reynolds **moved to approve the minutes as corrected**, seconded by Wong. No discussion. Motion **passed** with 5 abstentions.

4. Room Survey Report

Reis suggested leaving the Safety Issues listed by room order rather than trying to prioritize them. Correcting safety issues is a university-wide priority, and Facilities should decide in what order to address them. The Council members agreed with this suggestion.

The room-by-room information organized in tables will be attached as appendices to the report. Most of the report’s recommendations will suggest specific policies to address the problems encountered. Reis met with Denise Bowen, the Chair of Campus Planning Council. Bowen wants to include this Council’s report as part of the campus-wide survey report being compiled and expected to be completed by the end of the semester.

Reis verified the classrooms missing from the Room Survey were those scheduled by individual departments, not through the Registrar’s Office which had provided the original room list to the Council. The Foreign Language department was the only department to respond with specific information about rooms not included on the list. No information about specific room sizes was provided from any source.

The lack of policies for technological equipment – providing, updating, maintaining, authorizing and ensuring access in classrooms – is the most severe problem identified by the survey. Smith pointed out that lesson plans are often designed based on equipment known to be in the classroom, and it is quite disruptive to discover the technology is not functioning properly. Many faculty need to have computers and equipment available for PowerPoint and other presentations during their lectures. Reynolds pointed out the survey results showed the majority of faculty were dissatisfied with the available technology, whether in a room or on portable carts.

The Council members felt that in this day and age, all classrooms have at a minimum (in priority order):

1. projector and screen
2. internet access
3. a computer, preferably permanently residing in the room
4. an Elmo machine

Risinger suggested the Council recommend fully equipping a few, heavily used classrooms rather than a piecemeal approach of only one or two technological items in every classroom. Campbell reminded the Council's recommendation could be to equip all classrooms adequately; how the recommendation would be implemented would be up to others to decide. Risinger pointed out that faculty know what they need to teach in today's environment. Others opined ISU needs to remain competitive in the technology available if it wants to attract good candidates when hiring new faculty.

Reis suggested prioritizing by room size, outfitting larger classrooms with all four items first and working down to the smaller rooms. The survey data is incomplete and cannot be used to identify exactly what equipment is needed in each room, but it does identify which rooms were deemed unsatisfactory and need attention. A room-by-room inventory of existing equipment and additional items required might need to be done. Enos suggested students working for Instructional Technology Resource Center could be enlisted to conduct such an inventory, and simultaneously identify broken and non-functional equipment that should be replaced. Paul Chatfield, the Capital Inventory Specialist in Stores/Receiving has a list of equipment by building and floor, but his data does not extend to specific rooms. The new ERP computer system might allow for such detail in the future.

Another major concern was the lack of recourse when a piece of equipment is not functioning properly. There is no standard procedure for support, repairs, maintenance, upgrades, or getting a replacement (temporary or permanent). Different departments often own and are responsible for specific pieces of equipment, even though the item may be shared with other users. Technological support and maintenance need not be centralized, but there should be a way of knowing whom to contact about getting supplies or fixing specific items or room. After-hours contact information would also be helpful. Members mentioned ISU-Boise and ISU-Idaho Falls also have similar problems that need to be addressed, but agreed it best to focus on the main campus first.

Smith suggested looking into available financial resources or grants that could be pursued to help pay for new computers or projectors. Any recommendations the Council makes will require money to implement. Given the current financial constraints, there is a lot of competition among departments and colleges vying for the equipment and technology they need. Monies are available for certain types of items, and not for others. Groome reminded that Distance Learning technology has to be considered as to where it fits into classroom needs – how much will Distance Learning impact future classroom use.

The next Teaching and Learning Council meeting is scheduled for **Tuesday, April 22, 2008** in Room 403 of the BA Building. The Council needs to **elect a new Chair and Vice-Chair** during that meeting. Eligible members are Enos, Groome, Wong, Neill, Leung, and Reynolds.

3. Adjournment: 5:03 p.m.

Respectfully submitted,

Catherine Wallace
Administrative Assistant I
Faculty Senate

Approved by Council for Teaching and Learning: April 29, 2008
Accepted by Faculty Senate: April 20, 2009

