Smart Classrooms Committee (SCC)
Meeting Date: 6/8/12

Meeting Minutes
Abbreviations:
SCC – Smart Classrooms Committee
SC – Smart Classrooms

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Ewa Bejnarowicz</td>
<td>Keshia Garnett</td>
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<tr>
<td>William Kennedy</td>
<td>Nancy Kramer</td>
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<td>Charles McCleanon</td>
<td>James Onoda</td>
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<td>Niki Radford</td>
<td>Naga Potluri</td>
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<td>Alonzo Rhoden</td>
<td>Joy Walker</td>
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<td>Athan Vouzianas</td>
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Proposed and/or Revised Agenda
- Working norms/logistics (meetings, schedules, communications, expectations, etc.)
- Understand/articulate the mission of our committee
- Propose 1 – 2 projects to work on
- How to make sure we incorporate pedagogy in our work as a committee
- Lecture capture integration with Smart Classrooms, product evaluation/purchasing by Fall 2012
- Involvement in the new Wright College Math and Science Center
- Technology accessibility (closed captioning, etc.)

Discussion Points
- Schedule future meetings on Fridays at 9:00 – 11:00 am. Align schedules with other sub-committees to ensure no two meetings fall on same Friday.
- How often should we meet? Initially, once a month. Ongoing, as needed to make sure we make our timelines.
- Utilize WebEx, Illuminate, Teleconferencing to facilitate committee members who cannot make it to the meeting in person
- Create a plan/schedule with deliverables and timelines to manage our work effectively
- Item “Involvement in the new Wright College Math and Science Center” was considered out of scope for the discussion hence was removed from the agenda.
- Discussion occurred around the mission of SCC. Mission was not finalized (verbatim) – but was greatly articulated.
- Components included in discussion of mission:
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- Technology side – Brick/Mortar/Hardware/Software of Smart Classrooms (SC). Deals with hardware, software, and physical attributes of SC
  - Define SC
  - Recommend components of SC for new installations
  - Hardware training for instructors
  - SC management and maintenance schedule
  - Recommend the use of technology in classrooms to improve student outcomes
  - Mandate that all technology is in compliance with The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act [http://ada-one.com/focus/higher-education/](http://ada-one.com/focus/higher-education/)
  - Increase the number of SC in all colleges
  - Improve access to SC and develop guidelines for assigning SC

- People side – How to inspire faculty to utilize SC? Deals with “softening” people into using SC focusing on the value/benefits to students and faculty.
  - Educational campaign focusing on instructors not familiar with SC
  - Soft skills instructor training (“how to…” for instructors)
    - Soft skills student training (“how to … “ for students)
  - Development of best practices for teaching in SC
    - Reading
    - Writing
    - Mathematics
    - Science
    - Other
  - Demonstrate SC technology focusing on the benefits
  - Create SC user group to be the “champions” of SC. They will also help us make sure we incorporate “pedagogy” in SC.
  - Classroom management workshops for SC
  - Use of Course Cartridges and downloadable packages for Blackboard

- How to inspire faculty to utilize SC.
  - Articulation of benefits of using SC
  - Value added to our students (from utilizing SC)
  - The training we need to put in place for SC
  - Show faculty how using technology in the classroom positively affects the learning process
  - Is part of the SCC’s mission to make technology/Smart Classroom recommendations to the District?

- What training venues (faculty training on SC) can we use?
  - HWC’s Technology Fair
  - Faculty Development? Check with each college individually.
  - Faculty Council?
  - Other?

- Perhaps we can prepare a “promotional” presentation focusing on benefits and capabilities of SC
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To Do
1. Prepare SC promotional presentation
2. Investigate the possibility of present during faculty development week at different colleges
3. Develop faculty training to be delivered at Technology Fair
4. Survey
   a. Faculty – Comfort level utilizing SC, comfort level using lecture capture
   b. College Facility Departments – Number of SC in use