Quality of Life Committee
Meeting Minutes from November 6, 2008, 1:30pm

Attendees: Christina Brophy, Bill Decker, Eric Dutt, John Lambrecht, Jackie Mullany, Richard Rodriguez

Review and acceptance of October’s meeting minutes

Audio-Visual Equipment, Services and Electronic Classrooms

We had a special guest this month, Richard Rodriguez and spent the majority of the meeting discussing ways Audio-Visual equipment and support issues.

OVERHEAD PROJECTORS
In response to faculty requests that the underside of overhead projectors be cleaned, Richard noted that the plan is to phase out overhead projectors and to (gradually and contingent upon funding) replace them with “elmo” document readers. (Six elmos will be placed in classrooms in December.) Given the large number of overhead projectors and the limited number of staff, Richard asked if we might survey full and part-time faculty to discover which machines are in need of cleaning and/or servicing. Christina planned to send an email inquiry out regarding this matter in the following week.

ELECTRONIC CLASSROOM MAINTENANCE
Regarding faculty requests for general maintenance of computer screens and computers in electronic classrooms, Richard notified the committee that a plan has recently been approved which will include tri-annual maintenance of all electronic classrooms. It is likely that the first of these will take place in February. However, Richard emphasized that when issues arise it would be helpful if instructors immediately contacted the Help Desk x3527. If problems persist it is best to email Richard directly: rrodrig4@triton.edu

AV DELIVERIES & PICK UP
Regarding faculty complaints regarding AV deliveries and pick up, Richard encouraged instructors to make sure that they have training for whatever technology they plan to use, that they not move equipment (such as TV monitors) from classroom to classroom themselves, and that they contact him directly if they have any issues with equipment arriving later than scheduled or being retrieved later than scheduled. Again, the best way to contact Richard is via email: rrodrig4@triton.edu

REMTES
The need for reliable remotes (that can be used remotely and are supplied with batteries) in electronic classrooms proved a bit more challenging. Committee members suggested that in purchasing new equipment, Triton attempts to also obtain universal remotes (or assorted classroom equipment that will be able to be operated with universal remotes). Members suggested that perhaps as part of their professional development allotment of funds, instructors that so desired it might be able to purchase their own remotes—which it is hoped they could use in any/all of the electronic classrooms they teach in. If instructors had their own remotes the problems of remotes disappearing before class-time, being without batteries, etc. could be
avoided. However, at the moment, with our current equipment a few things would need to be
done to assess whether individuals’ purchases of universal remotes would work. First the AV
department would need to provide the model numbers and brand names of assorted pieces of
equipment for specific classroom projectors and computers and would then have to find out if
universal remotes can be obtained and programmed.

GOOD NEWS!
Richard related some good news, in the near future 100 faculty members’ computers will be replaced.

COMMUNICATION
In general Richard emphasized the importance of instructors reporting any difficulties they experience with AV equipment or staff in a timely manner. Successful maintenance depends upon appropriate communication.

SECURING CLASSROOMS
Finally, Richard urged instructors to secure AV equipment and classrooms before vacating and to get keys where needed as soon as possible.

Update from John Lambrecht

CLOCKS
John notified members that within two years (but perhaps sooner) our classroom clock problem should be fixed. A hard-wired system is part of the Master Plan. One possibility (which was especially popular with committee members) involved LED clocks tied into a system which would also provide read outs with emergency notification.

However, in the meantime, if instructors see an incorrect clock they are asked to immediately report its location to the maintenance department (x3210 or gleach@triton.edu). To further aid with the clock issue John is having one of his staff members on the night staff work solely on fixing lights, replacing exit light bulbs and re-setting clocks to the appropriate time.

SHADES
Because of faculty input the refashioning of G-118 with the latest classroom technologies available has been put off and the funds have been re-allocated to begin the project of providing appropriate window treatments for classrooms. By March of 2009 all electronic classrooms will be equipped with shades. The blinds in non-electronic classrooms will be fixed (in part with the excess of parts available after their removal from electronic classrooms) soon after.

Adjournment at 2:40pm

December Meeting
The next meeting is scheduled for Thursday, December 4th at 1:00pm in E-209.