

## **MEMORANDUM**

**TO:** Deans

**FROM:** Vicki Davis Levy  
Chair, Teaching Facilities Committee

**SUBJECT:** Request for General Purpose Classroom Physical and Technology Upgrade Proposals

I am pleased to send you this request for proposals to upgrade general purpose classrooms through funding available to the Teaching Facilities Committee from the Student Technology Fee and the Facilities Renewal budget. Upgraded classrooms become part of the established network of the Classroom Support Project, which has been supporting teaching technology in campus classrooms for several years. Funded renovation projects and technology upgrades will most likely be completed during the summer of 2006. Upgrades already in the pipeline are being scheduled for classroom downtime during the summer of 2005 and winterterm 2006.

Attached please find an outline of the selection process and an upgrade request form. The form includes a list of selection criteria that the Teaching Facilities Committee will use to evaluate proposals. The committee will favor proposals that focus on classroom upgrades that have the potential to advantage the greatest number of students and that respond to campus priorities. In addition, since the availability of local support is critical to the success of this project, priority will be given to colleges and/or departments that request classroom upgrades where the infrastructure and staff already exist to support them.

Please direct any questions about the request form or selection criteria to Dale Vander Wall (6-8822; [dvanderwall@casl.umd.edu](mailto:dvanderwall@casl.umd.edu)). For best consideration, proposals should be submitted no later than Friday, May 27th, to the address noted at the bottom of the request form.

Enclosures

cc: William Destler  
Members, Teaching Facilities Committee  
Members, Classroom Support Operations Committee

## **CLASSROOM SUPPORT PROJECT SELECTION PROCESS**

The infusion of additional funds from the Student Technology Fee is enabling the campus to expand the availability of both permanently-installed and portable classroom technology equipment in many classroom buildings. It is essential that this be done so as to ensure that instructors can use reliable equipment and obtain timely support from knowledgeable staff. The Classroom Support Project was instituted almost six years ago to help make this happen.

One of the hallmarks of the Project has been the establishment of a seamless support network of staff who work with instructors to integrate technology into their teaching and respond to any equipment/classroom problems in a timely way. Instructors access this support network through a single point of contact in the Scheduling Office and receive help in the classroom from local support staff located in various places on campus (Key, Math, Tydings, CSIC, PLS).

If a department or college has an interest in upgrading a general purpose classroom (GPC) it frequently uses, it can put in a request to the Teaching Facilities Committee for support (see attached form). The Committee can provide any or all of the following:

1. Funds to upgrade the classroom itself (lighting, HVAC, screens, boards, seating, etc.)
2. Funds to install/upgrade the teaching technology in the room or provide portable carts
3. Funds to hire students or other staff to help maintain the equipment and support all instructors using it, regardless of their department.

We want to maintain the current standards of service and support as we expand the classroom support project with these new funds. Installing idiosyncratic equipment or adding equipment without a corresponding commitment to staff support and life-cycle replacement is not prudent. As a result, we suggest that departments or colleges that want to propose new classroom technology projects in general purpose classrooms should:

1. consult with Sue Clabaugh and her staff in OIT when choosing equipment and/or configuring classrooms for upgrades. A standard system and configuration will be used as a starting point for this discussion. Any departures from the standard configuration will need to be discussed to help ensure that the equipment chosen can be supported and maintained. Teaching Facilities Committee monies can only be used to purchase equipment agreed to by the OIT group.
2. be willing to participate in the Classroom Support Project Operations Committee. This involvement will ensure seamless communication to campus users and help extend the reach of the support project.
3. show sufficient demand by instructors and/or students for the proposed upgrades. Use of existing equipment can be an appropriate measure for current demand and a good predictor of future use.
4. consult with the scheduling office concerning any changes in room availability or seating arrangements that might be associated with the upgrade.

## **REQUEST TO UPGRADE A GENERAL PURPOSE CLASSROOM**

COLLEGE/DEPARTMENT: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUILDING: \_\_\_\_\_ CLASSROOM NUMBER: \_\_\_\_\_

NUMBER OF SEATS BEFORE UPGRADE: \_\_\_\_\_ NUMBER OF SEATS AFTER: \_\_\_\_\_

### **1. TECHNOLOGY UPGRADES:**

\_\_\_\_\_ **Install a Basic Technology Package**

LCD Projector; Crestron Controller; DVD/VCR; Computer/Monitor; Speakers; Input panel; Amplifier/mixer; Hub/network connection; laptop connection; Security; Instructor Table/Desk

\_\_\_\_\_ **Provide a Basic Technology Cart**

LCD Projector; DVD/VCR; Computer/Monitor; Keyboard; Mouse; Speakers; Security

\_\_\_\_\_ # of general purpose classrooms in bldg. where cart could be used \_\_\_\_\_ # of existing carts

\_\_\_\_\_ **Install Additional Technology**

\_\_\_\_\_ Document camera

\_\_\_\_\_ Voice amplification system (speakers and wireless microphone)

\_\_\_\_\_ Camera system

\_\_\_\_\_ Other (please specify): \_\_\_\_\_

NOTE: Laptop carts and wireless access are not included in this program.

### **2. PHYSICAL UPGRADES (lighting, screens, boards, painting, window shades, HVAC, seating, etc.)?**

Please attach cost estimate or we will work with you to develop one. Note that the basic technology package includes banking/zoning lights, adding/moving screens, and adding electrical and data outlets for the instructor.

### **3. DO YOU PLAN TO INSTALL TEACHING TECHNOLOGY IN OTHER GENERAL PURPOSE CLASSROOMS (AT YOUR EXPENSE) NEAR THE PROPOSED UPGRADE ROOM(S)? IF SO, PLEASE DESCRIBE. NOTE: For each room, you will need to submit an APPLICATION TO INSTALL DEPARTMENTAL EQUIPMENT IN A GENERAL PURPOSE CLASSROOM (GPC).**

### **4. FUNDS ARE LIMITED SO A DEPARTMENT OR COLLEGE'S WILLINGNESS TO SHARE UPGRADE COSTS WILL INCREASE OUR ABILITY TO SUPPORT THE REQUEST. WILL YOU BE ABLE TO COST SHARE?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No      If yes, how much? \_\_\_\_\_

**5. WHAT LOCAL TECHNOLOGY SUPPORT STAFF DO YOU ALREADY HAVE IN PLACE THAT THE CLASSROOM SUPPORT PROJECT COULD BUILD UPON IF THIS NEW INSTALLATION OCCURS?**  
(Please describe their primary functions, hours of operation, location, etc.)

**Local Contact/Support Person:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**6. WE AGREE TO ACTIVELY PARTICIPATE IN THE CLASSROOM SUPPORT PROJECT OPERATIONS COMMITTEE IF THIS TECHNOLOGY IS INSTALLED (Contact Dale Vander Wall for more information about the Operations Committee):**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

\_\_\_\_\_  
Dean/Department Chair

\_\_\_\_\_  
Date

**Confirmation of Consultation**

\_\_\_\_\_  
Scheduling Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
OIT Classroom Technology

\_\_\_\_\_  
Date

When reviewing potential projects, the Teaching Facilities Committee will give priority to departments or colleges that:

1. have existing structures and staff to support their proposed upgrades. Timely support of instructors using classroom technology equipment can best be accomplished by local support staff. Instructors who need immediate help at the beginning of a class period cannot afford to wait 10-20 minutes for staff to arrive. Support must be for all instructors, regardless of their departments.
2. demonstrate the potential for positive effects on the greatest numbers of students. In most cases, large and/or high-demand GPCs will be considered first, but not exclusively.
3. demonstrate the classroom(s) chosen for upgrades addresses campus classroom upgrade priorities (i.e., size, location, etc.). In most cases, classrooms that meet a particular campus need in terms of size and/or location will be considered first.

Please submit completed form to:

**Dale Vander Wall**  
**Center for Advanced Study of Language**  
**Box 25**  
**College Park, Maryland 20742-0025**  
**(301) 226-8822**