

PROJECT DOCUMENTATION

PROJECT: Grinnell College
Noyce Science Center Phase II
Grinnell Iowa

COMMISSION NO.: 14233-5
DATE: September 13, 2000

DESCRIPTION: A meeting to review the needs of the Classroom Technology as part of Phase II of the Science Center was held at Grinnell College on September 6, 2000.

PARTICIPANTS:

Vicki Wade	Science Support Staff
Andy Mobley	Chemistry
Karen McRitchie	ITS
Wayne Twitchell	IMTS
Alex Wirth-Cauchon	IMTS
Mark Schneider	Physics
Paul Tjossem	Physics
Sam Roblesky	Computer Science
Rick Heinz	RFD
Dennis Vovos	Holabird & Root
Ernest Wagner	Holabird & Root

DISTRIBUTION: Vicki Wade
Chris Harrison-Weitz Co.
Rick Heinz-RFD
Lee Tapper

ITEM ACTION

- 1.0 The purpose of the meeting was to discuss classroom related technology as it may apply to Phase II of the science facility and classrooms in general across campus.
- 2.0 The following types of teaching technology were discussed:
- Ceiling mounted computer projection
 - Slide projection
 - Overhead projectors
 - VCR players
 - DVD players
 - Internet access
 - Smart boards
 - Document cameras
 - Sound systems
 - Lap top computers
- 3.0 One of the main concerns raised with teaching technology was to provide it in a way that does not impede methods of more standard instruction. New technologies must co-exist with more standard technology (slides/overheads) for the foreseeable future.

ITEM ACTION

- 4.0 Lighting and sound control are important aspects of classroom design that need to be coordinated with the technology infrastructure. Control of natural and artificial light is important to the functional success of some technologies. Placement of projection screens needs to be coordinated with marker/chalkboards for maximum use and flexibility.
- 5.0 Most classrooms at Grinnell will be equipped with a ceiling mounted projector, projection screen, instructor computer, VCR and possibly a DVD player. These items will be fixed within the classroom and are not intended to be mobile. One possible scenario is to provide an instructor station at the front of the classroom that would house a computer (network/ceiling projector access) and possibly space for a document camera. An audiovisual rack would be located elsewhere in the classroom to house a VCR, DVD and provide space for future technologies. This would minimize the size of the instructor station and provide for implementation of future technologies.
- 6.0 A discussion regarding the use of laptop computers for student and instructor use ended with no conclusions reached. While lap top computers would allow for improved sight lines within the classroom and further reduce the size of the instructor station, there seems to be no commitment on the part of the college to require or provide lap tops.
- 7.0 The use of smart board technology was discussed. It does not seem that this technology has been used on campus very much. Some commented that the board currently on campus was intrusive. This could be a result of existing space limitations and lack of experience in the use of the system.
- 8.0 The use of document cameras (Elmo) was discussed. Most people in attendance had little experience with this technology. Following the meeting we discovered that the electronic classroom in the library has been equipped with a document camera. We suggest interested faculty and committee members may want to visit.
- 9.0 Concern was expressed that classrooms be better equipped acoustically. This includes voice reinforcement, mechanical systems, room configuration and material.

The preceding notes constitute Holabird & Root's understanding of the matters addressed. If your understanding differs, please notify Dennis Vovos within five working days of your receipt of this document.

HOLABIRD&ROOT LLP

Dennis Vovos
Project Manager

DV/eb