

Date: November 26, 2001

To: Members of the Department

From: Instructional Technology Committee

Betsy Smith, chair	Wiebke Kuhn
Frances Collins	Constance Relihan
Don Cunningham	Isabelle Thompson
Jeremy Downes	Frank Walters
Tim Dykstal	Leslie Worthington

Re: Multimedia and Computer Classroom Procedures

Faculty and GTAs now have several opportunities to use technology in class activities. We have been given control of the multimedia rooms HC 3104, 3174, and 3182 for assigning classes to meet in the rooms. The computer-based writing classrooms, HC 3116 and 3143, are available. And, every room in Haley Center will be wired for the Internet by Spring 2002.

The purpose of this memo is to establish the procedures for assigning a multimedia classroom in Spring 2002 and to review the procedure for HC 3116 and 3143.

### **Multimedia Classrooms: HC 3104, 3174, and 3182**

To request a multimedia room for the semester complete the form at the end of this memo. The form must be emailed or returned to Betsy Smith's mailbox by **Monday, December 3 at 4:40 p.m.**

A three-person subcommittee of the Instructional Technology Committee will review requests for a multimedia room and make the assignments. Classes assigned to a room have the room for the semester. Faculty and GTAs teaching literature classes will be given priority. If a time slot is not requested, the committee will assign classes to the classrooms to encourage use of the rooms and to hold the rooms for Department of English use.

**Special Requests.** If you need a multimedia room for several, specific class activities and not the entire semester, please submit a request and identify the dates. Because Internet jacks will be available in all Haley Center rooms, occasional needs for a room should be met by checking out a multimedia cart from the Learning Resources Center (LRC). To reserve a multimedia cart, contact the LRC: 844-4420 or [www.auburn.edu/academic/education/lrc/lrc.html](http://www.auburn.edu/academic/education/lrc/lrc.html). However, if there are enough special requests, the committee will consider setting aside one room with a flexible sign-up schedule.

### **Computer Classrooms: HC 3116 and 3143**

The computer-based writing classrooms are designed for writing classes. Each room has 26 workstations. Faculty and GTAs may reserve one class period per week for each section taught. Sign up order follows these guidelines:

- 1 Upper division and graduate writing and linguistics classes (exceptions may be made for the amount of time reserved)
- 2 Freshman Composition; Technical and Business Writing
- 3 Great Books; other classes taught by members of the English department

After the initial sign up at a workshop before the Fall or Spring semester, faculty and GTAs may sign up for any open times. The workshop for signing up for Spring 2002 classroom time is **scheduled for Monday, December 10 at 2 p.m.**

## Request for a Multimedia Classroom

Name \_\_\_\_\_

Classes Assigned \_\_\_\_\_

Have you used a multimedia class before?       Yes       No

What multimedia do you use? (check all that apply)

Computer: PowerPoint       web access       software (Word)

VCR       Document Camera

Do you want a multimedia room for some of your classes if the committee cannot assign every class in a room?  
(Every effort will be made to assign all sections of a course you teach to a room.)

Yes       No

Write a brief memo (1-2 paragraphs) describing how you use multimedia in your class activities. Indicate the percentage of class meetings you use the equipment. Committee members do not expect 100% use, but they do want to see evidence of need.

Email or return to Betsy Smith's mailbox by **Monday, December 3 at 4:40 p.m.**