

HOFSTRA UNIVERSITY



MINIMUM STANDARDS FOR CLASSROOM INSTRUCTIONAL TECHNOLOGY

This document is pursuant to the University's guidelines for classroom renovation, distributed as a separate document. *This revised version has NOT YET been reviewed by the Senate Committee for Academic Computing and NOT YET approved by the Senate.*

The standards for classroom equipment are only intended to apply to:

- Small seminar-style classrooms
- Mid-size (20-80 people) classrooms
(these also tend to be flat and not more than 30 feet deep)
- Lecture (80-200) classrooms
(these tend to have tiered seating and be more than 30 feet deep)

The classrooms committee did not formulate proposed standards to apply to:

- Instructional computer labs
- Science labs
- Studios (art, music, theater, design)
- Performance spaces (music recital, theaters)

The standards to apply to the first 3 types of rooms are intended to be MINIMUM standards; each room will require its own design with modifications in each installation for the particular teaching activities that will take place in that space.

These equipment lists pertain only to computing and audio-visual capabilities. We hope the faculty will add to these minimums with a discussion of other types of resources that might make classrooms specific to Hofstra and its style of teaching.

In any building renovation where classrooms are to be built or refitted, faculty likely to teach in that space will be polled regarding any technologies ABOVE the minimum standards that they would like to include for the teaching that will take place in that space. Class polling systems, document cameras, student access to SMARTboards and whiteboards, and creative workspace options should all be considered. (For instance: seminar classrooms can simply be lined with whiteboards to enable student discussions in the round and provide workgroups with their own whiteboard space.) These need not be defined as classroom standards, however, unless it is critical that they be included in every space as it is renovated.

These standards are intended to facilitate the types of activities likeliest to occur in Hofstra classrooms of particular sizes.

CHANGE Wireless networking should also be a part of each classroom upgrade project unless it is absolutely technically unfeasible. We recognize that wireless networking for the entire campus is a separate project; however, any upgraded technology-enhanced classroom should have wireless access. END CHANGE

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Minimum standards:

Seminar classrooms generally hold less than 20 students and should facilitate lecture-style seating, roundtable-style seating, and both planned and spontaneous introduction of audio-visual and network-based resources by both students and faculty.

These classrooms are generally assumed not to have lecterns. Faculty would probably sit or stand in a variety of places around the room. Wireless mice and keyboards should be considered.

An empty horizontal workspace, sufficient for a binder or a laptop, should be provided in the vicinity of the podium/lectern.

Equipment:

- CHANGE: Add “Wireless network access”
- CHANGE: Deleted “Card-swipe access”
- Closed caption decoder
- Computer CHANGE: Added “(Customer choice of Mac or Windows)”
- Data/video projector
- Dimmable lighting
- Equipment rack
- Good quality audio speakers
- Network port
- Pull-down screen
- Rack switch (with built-in amplifier) and additional inputs
- VCR/DVD player
- Drawer or table space to provide for addition of document camera

Controls would be placed at a teacher’s desk or station, or in a small rack within arm’s reach of wherever instructors are likeliest to sit or stand.

Standards do not include software, any changes to lighting, or window treatments; however, the Committee’s Classroom Design Guidelines indicate that these should be planned for in any room design project.

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Midsized classrooms generally hold 20 to 80 people, and should facilitate lectures, problem-solving groups, discussion groups, and student presentations. Equipment should facilitate both planned and spontaneous use of network resources (software, World Wide Web sites, Blackboard, etc.) and audio-visual materials.

It is assumed that in these rooms there will be a lectern where equipment controls can be located. This would be attached to the floor, though faculty may not always stand behind it and it should allow for faculty to speak from the front of the room without standing behind it. Wireless mice and keyboards may be desired.

An empty horizontal workspace, sufficient for a binder or a laptop, should be provided in the vicinity of the podium/lectern.

Equipment:

- Additional network port for laptop
- CHANGE: Add “Wireless network access”
- Additional VGA input for laptop
- CHANGE: Remove “Card swipe access”
- Closed caption decoder
- Data/video projector
- Dimmable lighting
- Equipment rack
- Good quality audio speakers
- Computer, IBM PC, networked
- Additional network port
- Lectern
- Media control switch
- Pull-down screen
- Symposium
- VCR/DVD player
- Wireless microphone
- CHANGE: Add “Additional auxiliary sound inputs”
- CHANGE: Removed “Document camera”, “Wireless mouse”
- CHANGE: Add “Wireless mouse and/or document camera as requested”

The Extron switch we propose to make a campus standard IS remotely controllable over IP.

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Large classrooms hold 80-200 people, generally have tiered seating, and are more than 30 feet deep. We have twelve classrooms in this category. The same design guidelines would apply, and lecture halls are usually only used either for lecture or performance. However, class polling systems and other equipment should be considered.

CHANGE: Added “Minimum equipment would be the same as in mid-size classrooms.”

Large classrooms generally require custom lenses (to throw the projector image the length of the room), larger custom screens and/or multiple screens, additional audio speaker placements, brighter, more powerful projectors, more automated control systems, and often require staging to reach the ceiling or other construction to place and secure equipment. They also often use additional systems, such as polling systems, remote conferencing equipment, additional projectors, or other advanced equipment for specific purposes. Also, lighting with zones and levels is not optional in these spaces.

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Classrooms committee:

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