

Faculty Use of the Center for the Advancement of Teaching's Electronic Classrooms: Procedure for Approval and Assignment (updated May 2010)

Overview

The facilities of the Center for the Advancement of Teaching include three electronic classrooms (henceforth, e-rooms): two otherwise traditional lecture classrooms (Library Rooms 501 and 502) and a Teaching (computer) Laboratory (Library 532A). Faculty members' requests to use the Center's e-rooms are of two general types: requests for use of an e-room for the duration of the semester, and requests for use on an *ad hoc* basis.

The procedures described in this document apply to requests from faculty members who wish to teach an entire course or a substantial part of the course in one of the e-rooms. Faculty who want to use the room on an *ad hoc* basis need only submit a facilities request form.

Procedure

Prior to deadline for department chairs' to submit course information to the Dean of the respective college (who in turn approves and sends the information to the Registrar), the following should occur, in the order listed:

- 1) Faculty members who wish to teach a course in an e-room must submit to the Director of the Center a course syllabus, a letter describing the specific types of instructional technology (e.g., simulation, presentation software, course website) and the extent to which they will be used in the course, and a letter of support from the department chair. This information is considered the *primary* basis for determining whether the faculty member is approved to teach the course in an e-room. The approval will be a conditional approval (e.g., approved for one semester only) or an unconditional approval. If the approval is unconditional, the faculty member is approved to teach the course in an e-room indefinitely.

If approval was once given, but the faculty member has not taught the course in the e-room for six consecutive semesters, the approval will expire. To obtain approval again, the faculty member must follow the procedure as described above.

- 2) The Director reviews the primary information and, if necessary, considers secondary information. Examples of secondary information include, but are not limited to, the following:
 - a. Some faculty members are involved in grant-funded technology projects in which use of an e-room is a component of the project. Such faculty members' requests receive high priority.
 - b. Some faculty members have students in their courses who have requested special learning assistance (as per guidelines provided by Xavier's Counseling Center), such as the classroom use of PowerPoint slides. Such faculty members' requests also receive high priority.
 - c. Some faculty members teach two sections of a course or different courses with only the 10-minute break between classes (i.e., they teach "back-to-back"). We also try to accommodate requests from faculty members who wish to teach such classes.
- 3) All unconditional approvals are put on the "Approved Faculty" list that contains the following information: course ID and title, professor's name, the semester in which the approval was given, and the last time the course was taught in one of our e-rooms; the list is maintained by the Center's Technology Coordinator. A copy of the list is forwarded to the Registrar, and the Center's Director and Administrative Assistant. Similar information is compiled and sent to the Registrar for those

faculty members who have received conditional approval to teach a course in an e-room. If a faculty member has requested a specific e-room, this information is also sent to the Registrar.

- 4) After receiving notification of the approval, the faculty member is asked to notify his or her department chair. The chair, in turn, should use this information when preparing the semester's course schedule for the Dean and Registrar.

In subsequent semesters, faculty members who have received an unconditional approval for a course should remind their department chairs about teaching in the Center's e-rooms. The Center does not correspond directly with the department chairs either at the time of the initial approval or in subsequent semesters. The Center relies on the faculty members to provide chairs with the needed information.

All faculty members who have been approved to use an e-room are required to attend the Electronic Classroom Orientation provided by Ms. Janice Florent, the Center's Technology Coordinator. Attendance at the orientation is a one-time requirement (barring any significant changes to the technology provided in the room) and is a pre-requisite to actually teaching in an e-room.

In an effort understand (a) the effect the technology has on teaching and learning and (b) the extent to which specific technologies in the classroom are used, the Center developed a survey that faculty members and students who use an electronic classroom might be asked to complete. The Center staff will be responsible for providing copies of the surveys to the faculty member; the faculty member must distribute and return the completed surveys to the Center, where the data will be compiled and analyzed. The results of the survey from each faculty member's class will be available to the faculty member.

Unresolved procedural issues and challenges

1. Faculty members often request use of an e-room in-between semesters or at the start of a semester. The timing of such requests makes it more difficult to accommodate the request because room assignments have already been made and students have pre-registered.
2. Occasionally, chairs must make last-minute changes to the faculty course assignments. This in turn has resulted in faculty members who have not been approved to teach in an e-room to now be assigned to one. The non-approved faculty member's room assignment will be changed. The faculty member can subsequently request approval by submitting the necessary information to the Director of the Center.
3. Several approved faculty members often teach their courses at the same time. Regrettably, neither the Center nor the University in general can accommodate these requests for use of an e-room. Although efforts will be made to rotate the room assignments.
4. On occasion, a faculty member who has received approval to teach in room 501 or 502 is not, however, assigned either room. This may occur if, for example, other faculty members' requests received higher priority. Such a faculty member has, on rare occasion, requested use of the Teaching Laboratory. We have found that the Teaching Laboratory does not work well if the course is taught in a more traditional classroom format (e.g., lectures, discussions). In addition, because the students often need ample space for taking notes or for joining small group or class discussions, the students often move the computers, which often have resulted in broken cables and other equipment problems.