Technologically Enhanced Classrooms

Chapter 3470

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.010 Purpose

Kansas State University is commited to providing state-of-the art learning environments inlcuding technologically-enhanced classrooms for our faculty, staff and students.

0.20 Scope

This policy includes general use classrooms that have been converted to technology-enhanced classrooms and newly built technologically-enhanced classrooms that receive support from general university funding.

.030 Policy

Common-core technology will be provided in classrooms where appropriate. Faculty needing technology enhancements beyond the common core must work with the K-State Technology Classroom Planning Committee to incorporate these technologies into the classrooms. Basic technology will be included in rooms where common and expanded are not feasible or is cost prohibitive.

Scheduling of technology classrooms is subject to provide reasonable accommodations to qualified individuals with disabilities, as determined by the University through an individualized interactive process. The following order of priority defines how classes will be scheduled:

1. Priority will be given to classes requiring either the technology or the learning environment.
2. Preference will be given to provide for conditions such as use of artifacts that cannot legally be removed from specific buildings, equipment or other items that cannot be safely and/or reasonably moved, IT licensing restrictions, and other such constraints.
3. Within groupings of classes requiring the technology or learning environment, larger classes will have preference.
4. When classes from various departments have equivalent need for the room, those from the department with previous (historical) "scheduling priority" will be given preference.

All users of the technology in these classrooms must be trained. Personnel in the iTAC or at K-State Salina will provide the training. Keys to the consoles will be issued only to individuals who have completed the training.

No food or drink is allowed in the classrooms. Instructors are responsible for ensuring that their students follow this policy.

0.40 Definitions

Basic Technology Classrooms are rooms with a place to plug in a laptop and an LCD projector or other display. Video, Internet and audio connections provided.

Common Technology Classrooms are rooms equipped with an LCD projector or other display, computer, sound system, DVD player, document camera, and Internet connection.

Expanded Technology Classrooms are rooms with the common technology which have additional capabilities that may include some combination of one or more of the following: video conferencing equipment, video or audio capturing equipment and interactive technologies.

Studio Technology Classrooms are computing lab environments equipped with hardware and software that is unique to a discipline or related disciplines.

.050 Related Issues or Responsibilities

If a department or college purchases and installs equipment and/or software in a general use classroom, this equipment must meet or exceed standards established by the Technology Classroom Planning Committee. Any approved user having access to the room will be able to use the equipment.

Faculty needing software installed on the computers in these rooms must have a licensed copy of the software. A minimum of two months' leeway, prior to the beginning of a semester, is required/recommended before software can be installed on a technology classroom machine or before any hardware is installed in the classroom. This timeframe is required to ensure that the added software or hardware is compatible with existing systems.

0.60 Implementing Procedures

Changes to the physical and technological infrastructure require lead time for planning, testing, renovation and other improvements. *Faculty and departments who want to pursue incorporating technology into a general use classroom can complete the online form available from http:// www.k-state.edu/facilities/forms/techreq.html. The request will be placed in a priority list and maintained by the Technology Classroom Planning Committee.*

Scheduling will be done under the auspices of the Vice Provost for Information Technology Services, using centralized scheduling programs, whenever possible. *Only classes and K-State related events may be scheduled in these rooms, and any deviations shall be approved by the Associate Vice President of Division of Facilities. Requestors must use the Room Request form available from https://www.k-state.edu/facilities/forms/room.html*

When web training is used, a face-to-face certification of faculty by personnel from the iTAC or at K-State Salina is required.

Classrooms are checked once a day for functionality and environmental issues. Each classroom will have a specified block of time once a week when the room is unavailable so that maintenance can be performed. Classrooms are also evaluated on a regular schedule for major upgrading.

.070 Questions/Waivers

The Vice Provost for Information Technology Services (VP-ITS) is responsible for this policy. The VP-ITS or designee must approve any exception to this policy. Questions regarding this policy should be sent to the Director of the Information Technology Assistance Center (ITAC).