

Projections

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Classroom Presentation Technology Information and Current Events

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Director of Instructional Media

Welcome to our first Enewsletter! The purpose of it is to improve communications between all users of presentation technology at Salem State College. We welcome your thoughts, suggestions, and insights into our current technology resources, and ways that we may serve you better.

Who We Are

The IMC Staff is a group of motivated and talented instructional technology specialists who are here to assist faculty with their instructional video, and classroom presentation equipment needs. The following is a detailed list of our services.

Instructional Media Center

IMC Administrative Office

Location: Meier Hall 105

Campus Phone: X6260

Monday-Friday: 8:00AM-5:00PM

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New Technology Classrooms

During the summer of 2007, and most recently over Winter Break 2007-08, the following classrooms were upgraded with permanently installed data projection equipment

Meier Hall

120/TV
218 /L4
325/L1
300/L1
305/L1
307/L1
542/L1
544/L1

Sullivan

098/L1
200/L3
204/L3
207A/L1
207B/L1
302/L4

Harrington

126 /L2
127/L2
201/L3
218/L4

O'Keefe

214/L4

Key:

L1/Level 1: Ceiling mounted projector, screen, and wall laptop interface

L2/Level 2: Ceiling mounted projector, electric screen, push button interface, VCR/DVD, ceiling speakers, equipment rack or wood lectern

L3/ Level 3: Ceiling mounted projector, electric screen, push button interface, VCR/DVD, ceiling speakers, visual presenter, and wood lectern

L4/ Level4: Ceiling mounted projector, electric screen, touch screen interface, VCR/DVD, ceiling speakers, visual presenter, Interactive Smart Board, wood lectern

TV: DLP TV with laptop interface, VCR/DVD

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Trisha Girard-MacGregor (Mornings):

tgirardmacgreg@salemstate.edu

Ivelisse Sanchez (Afternoons):

isanchez@salemstate.edu

- Assistance in obtaining information, and answering questions on IMC services
- Relay requests to IMC Staff for troubleshooting equipment problems
- Relay requests to IMC Staff for equipment loans, video productions, video conferencing, and related services
- Reservations, and assistance for Meier Hall 120 Screening Room

V. Jay Catoggio: vcatoggio@salemstate.edu

- Consultation on best practices for faculty in the use of presentation technology
- Pricing quotes, and information from outside vendors for data projectors, audio, Video, cameras, av furniture, and related equipment
- Arrange training and demonstrations for faculty in use of instructional technology
- Video Conference event assistance using ISDN Polycom system. Real time, full motion technology. Requires similar system at far-end site
- Liaison to Office Environments for technology classroom, and other SSC spaces, equipment selection, design, installation, operation, and training

IMC Media Group:

Media Engineering	Media Services
Video Services	

Media Engineering

Location: Meier Hall 126

Monday-Thursday: 8:30AM-10:00PM

Friday: 8:30AM-5:00PM

Paul James: pjames@salemstate.edu, Phone x6721

John Manfredi: jmanfredi@salemstate.edu, Phone x7449, *Monday-Thursday afternoon and evenings until 10:00PM

- Classroom assistance to faculty in correcting problems with presentation equipment
- Testing, troubleshooting, and repair of media equipment and systems
- Coordination of classroom system repairs with Office Environments
- Projector lamp replacement
- Installation of new equipment and related

accessories

- Equipment operation training

Media Services: Location: Library 312 (*Now Located in Meier Hall 101 during Library closure*) Monday-Friday: 8:00AM-4:30PM

Richard Walsh: rwalsh@salemstate.edu, Phone x6724, x7248

- Presentation equipment loans:
- **Faculty only:** Laptops, Data Projectors, Digital Still Cameras, Camcorders, Slide Projectors, Audio Cassette Machines
- *There are two camcorders (mini DV) that **students may borrow** for classroom related projects. Instructor approval required
- Faculty training on operation and troubleshooting of equipment
- Classroom assistance to faculty in correcting problems with presentation equipment
- Projection and audio equipment support for on-campus events. ***We ask a minimum of one week advance notice for any event support request**
- Audio Studio: LIB CL-05, Space for students to reserve and record audio programs for class projects using Audacity, and other media formats

Video Services Location: Meier Hall 114

Monday-Friday: 8:30-5:00PM

Ronald Rodriguez: rrodriguez@salemstate.edu, Phone x6729, x6454

- Instructional video production services
- TV Studio, 3 camera, lighting, audio mixing, green screen image effects (**Available to students**)
- Portable productions: Classrooms, auditoriums, meeting rooms, outside (Note: off campus productions may be arranged pending program needs and availability of staff)
- Video editing:
 - Final Cut w/Apple systems (2) (**Available to students**)
 - Avid system w/PC (1) (**Available to students**)
 - Student audio editing with Audacity
- Project development with faculty, and administrative offices: Pre-production planning, shooting, post-production editing, distribution
- Demonstrations on instructional video production techniques for faculty and students
- Recording of guest speakers
- Web CT course video material production
- Display media production assistance:
 - Laminating machine
 - Still photos



New Level 3 Classroom
Sullivan 204



Touch Screen Interface



Meier Hall 238, Level 4 Classroom 1



TV Studio Control Room



Visual Presenter/Document Camera

This is a device that allows you to show images on a projection screen. Real objects, textbook pages, transparencies, can be used to visually enhance lectures. Many rooms are equipped to save images on a computer. Video camera allows zooming in to show details, or wide to show entire areas.

FYI

New Staff Member: John Manfredi

The IMC welcomes a new staff member to its team, John Manfredi. John began work at SSC in late August 2007, and has quickly shown a love for instructional technology, and for helping people use it. His arrival has added greatly to our ability to help faculty in technology classrooms throughout SSC. As part of his weekly schedule, he works Monday through Thursday evenings until 10:00PM. His office is located within Video Services, Meier Hall 114, x 7449. If you need help with presentation equipment operation, are experiencing operational problems, or would like some tips on using a Smart Board, John can help you.

Derek Barr

A multi talented IMC staff member for many years, Derek Barr, is now part of the staff of the CTI, Center for Teaching Innovation. He will continue to be helping faculty learn to incorporate technology software applications into their classroom and online teaching. We wish Derek great success in his new position.

Classroom System Problems and Training

If you should experience any problems with classroom presentation equipment (Screens, projectors, DVD, VHS, Document Camera, Smart Board, or would like a quick demo prior to, or after a class, please contact Media Services @ x6724,, Media Engineering @ x6721, or the IMC Office @x6260. We will be very happy to assist

Projection Lamps

The IMC asks for your help in making sure that classroom data projectors are turned off after you have finished using them. This is done by pressing the power off button on the wall or lectern control. This is important due to the high cost (\$500) of replacement lamps. Estimated lamp life is 2000 hours, or approximately one year of use. If you notice that the image on the screen is looking fainter or duller than what you were used to seeing, contact Media Services, x6724, or Media Engineering, x6721, and we will check it out. Our goal is to replace lamps before they expire, and to keep projector down time to a minimum.

Feedback

We are interested in hearing from SSC faculty about their experiences and suggestions for improving technology classrooms, equipment, lighting, lectern layout and design, or anything else related to the IMC. Drop us an email, call, or drop in to the IMC Office, MH105. No appointment necessary.

New Equipment

In the three new technology classrooms we are installing over winter break: SB200, SB204, and OK214, we are trying a new equipment feature. This is called Medilink, and it allows us to view the status of the ceiling mounted projector, and control it from a distance. We are able to view the lamp hours used, turn the projector on and off, set automatic turn off times, and safeguard against theft via network email alert.

Student Video and Audio Resources

Students may borrow video cameras from Media Services, with faculty approval, for use in course projects. We also have two Apple based, digital editing systems with Final Cut. Students may edit the projects that were recorded with our video cameras. Ron Rodriguez can provide assistance and guidance in their use.

We also offer a work station for editing audio programs using AUDACITY, which is a free software program that works on PCs and Apples computers. Students may bring in their own laptop to ask questions and obtain help with their projects. Come to Video Services, Meier Hall 114, or call x6720, and schedule an appointment.

Students may not be aware of this, but we have a three camera TV studio, located in Meier Hall 103. We offer it to students and will assist you in the production of course, or SSC related activities. Demonstrations, and interviews with two, three, or four person, are the most frequently used type of program. Ron Rodriguez can tell you more about it. We encourage its use, free of charge, and are happy to share it, with your approval, with our friends at Salem Access Television, for local viewing.