**Teaching and Learning Technology Sub-committee charter**

CAC Teaching and Learning Technology Committee is an IT Governance advisory committee that supports UA’s teaching and learning missions by reviewing, evaluating, and recommending technologies, strategies, plans, and policies that support teaching and learning. The committee solicits input from key stakeholders and constituencies across the campus and benchmark institutions to ensure that institutional needs are being met and policies and services offered are in alignment with the campus strategic direction.

To All:

The teaching and technology sub-committee has been charged with reviewing, evaluating, and recommending technologies, strategies, plans, and policies that support teaching and learning. As a result of this charge, a survey was sent out to the faculty in the spring 2017 semester. Based on the feedback received from the survey, the sub-committee made a recommendation in October of 2017 to the Computing Activities Council (CAC) on equipment to be included in Groups 1, 2, & 3, which comprise most of the classrooms. The recommendation was accepted by the CAC and is now proceeding through the CAC’s governance process.

General Use Classroom Technology Recommendation

**Presented to: Computing Activities Council**

**Presented by: Teaching & Technology Committee, CAC**

The Teaching and Technology Committee of the CAC recommends the following classroom categories:

**Group 1 – All General Classrooms**

Group 2 – Most Classrooms

Group 3 – Some/Few Classrooms

Group 4 – Specialty Classrooms

Group 5 – Beta Testing Classrooms

To ensure a consistent, technologically sound teaching and learning experience for faculty, staff and students, we present this classroom technology list for all campus general use classrooms.

The recommendation for consistent technology:

* Projector and projection screen
* Whiteboard
* In-podium PC
* Remote desktop capability for Mac and PC (show remote Mac on PC or remote PC on PC)
* Sturdy, moveable, height-adjustable lectern with good lip and light
* Audio capabilities for PCs, mobile devices, CDs and DVDs
* Microphone for voice amplification
* Annotation capability
* Classroom/lecture recording hardware and software
* Bring Your Own Device (BYOD) capability
  + Cables for Apple, PC, display port, HDMI, VGA, USB
* Document camera
* Plan for ‘Instructor Bundle’ includes wireless presenter with laser pointer
  + Lav microphone, batteries, markers
* DVD/Blu-Ray player
* Sufficient wireless capacity for class size and devices
* 4 USB ports (minimum)
  + Type C included
* CatchBox for auditorium and 75+ seat classrooms

Non-technology recommendations:

* Whiteboard
  + Placement: Not blocked by projector screen
  + Maintenance: Cleaned daily
* Podium
  + Needs to accommodate paper materials with reading surface above keyboard
* Ability to dim lights for screen/monitor viewing

All classrooms should include consistent operation and signage, on-duty/available staff to support, a maintenance plan for updating software and hardware, easily accessible contact information for support assistance and thoughtfully placed cords, mobility, and technology connections.