



STATE UNIVERSITY OF NEW YORK AT NEW PALTZ
Fall 2007 Issue 29

IMS provides instructional media and technology support to faculty for classroom instruction. Our offices are located on the ground floor of the Lecture Center.

IMS Web Site is UPDATED!

Take a peek at our new Web site. It has been brought up to date and is much more efficient. Helpful information can be found on every page. Of particular interest are pages on *Technology Enhanced Classrooms* and the *Conference and Events Price List*. The site can be accessed at www.newpaltz.edu/ims.

Renovations Continue to Impact IMS

Over the summer, IMS has undergone asbestos abatement in its Master Control Area. Electrical work is still underway in connection with the chiller installation, which will eventually cool the Humanities, Faculty Tower and Lecture Center buildings.

Because of continued construction, IMS services have been affected. Our satellite dishes are still completely unavailable, and our television studio has not yet returned to normal. The "On Campus @ SUNY New Paltz" TV show may take several months before it is back on the air. Please bear with us during this messy but necessary building renovation.

IMS Office Hours

Monday – Friday 8:30 AM – 5:00 PM
Office 845-257-3630, Fax 845-257-3646

Evening Hours

Monday – Thursday 5:00 PM – 9:30 PM
845-257-3630 or 3639

Emily Trapp – Director, x3634

Mike Koczanski - Producer, x3635

Diane Strauss – Operations Manager, x3633

Joe D'Agostino – AV Technician, x3640

Casey Hickey – Evening Supervisor, x3639

Paul Stokes -Distance Learning Tech x6962

Elaine Wrubleski -Secretary, x3632

New Faces at IMS

IMS has gone through some big changes in the past year. Of the staff of 2006, only Emily Trapp, Mike Koczanski, Joe D'Agostino and Diane Strauss remain. Last May, Leslie Williams retired after 32 years of service to this campus. Joining us are three new staff members, introduced here.

Paul Stokes is our new Distance Learning Technician, supporting higher education through videoconferencing. Frequently on the road, he can be found facilitating a class in Lecture Center 3A, van den Berg Hall 204, Southwinds in Middletown, St. Luke's Hospital in Newburgh, and Kingston Hospital. Paul originally hails from Virginia, and has degrees in music and engineering technology. He brings with him a wealth of experience in corporate AV, videography and repair.

Casey Hickey joins us as our Evening Supervisor. He will be handling instructional technology during evening classes and events. Casey has had over three years experience at IMS, working here during his college years as a Media Operator. When the evening position opened up, Casey was our choice for the job. We are pleased to hire a SUNY New Paltz graduate for this important post.

Elaine Wrubleski steps into the position vacated by Leslie Williams. As our new Secretary, she will be handling equipment reservations, equipment loans and daily office functions. She comes to us from the Health Center, and holds a degree from SUNY New Paltz as well.

Two of our staff members have received promotions. **Mike Koczanski** now works as a full-time Producer, and has relinquished his duties in classroom support. **Joe D'Agostino**, our AV Technician, has moved from a CSEA to a UUP position with an updated job description. IMS has received approval to hire a second technician during the Fall 2007 semester.

Technology-Equipped Classrooms

Smart and Electronic Classrooms put technology within your easy reach. These rooms make the learning experience more enjoyable for both faculty and students. In them, faculty can project many types of images onto a large screen. For instance:

1. You can project a computer image – an Internet Web site, Blackboard page, PowerPoint presentation, digitally scanned slides, or any other computer document, file or program.
2. You can project an image from your laptop computer.
3. You can play a DVD.
4. If your room contains a document camera, you can project an image from a book, paper, transparency, or three-dimensional object.

For more information on these classrooms, including operating instructions, please visit our Web site at www.newpaltz.edu/ims/classrooms/.



Over fifty percent of all classrooms on campus have permanently installed equipment. Faculty members may request an electronic classroom when their courses require them to use large amounts of video, computer or Internet access on a regular basis. See your department chair if you are interested in teaching in an electronic classroom.

Most electronic classrooms at SUNY New Paltz contain an instructor's station with computer connected to the network. There is a ceiling-mounted data/video projector with sound, remote control, electric screen and connection for laptop. Some rooms also contain a touch control panel, DVD/VCR, document camera and microphone.

Assistance with the electronic equipment is always available. Call Diane at x3633 to schedule a ten-minute training session in your assigned classroom.



Tech Classroom List

Smart Classrooms with Touch Screen control:

CSB-AUD	FLB-103E	HUM-118	SAB-118A
CH-114	HUM-115	LC-102	WSB-5
FLB-103A	HUM-116	LC-104	

Electronic Classrooms:

CSB-154	HUM-111	SCB-128	VH-112
CSB-221	HUM-113	SCB-129	VH-206
CSB-222	HUM-114	SCB-132	VH-208
CSB-321	HUM-120	SCB-138	VH-210
CT-108	HUM-216	SCB-140	VH-214
FLB-107A	HUM-318	VH-101	VH-216
HUM-15	LC-100	VH-102	VH-217
HUM-107	LC-108	VH-103	VH-219
HUM-108	OM-B1	VH-104	VH-221
HUM-109	OM-215	VH-106	
HUM-110	REH-111	VH-110	

Permanent Computer Carts:

WSB-7	WSB-9	WSB-16
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Interactive Whiteboards:

LC-103	OM-302	VH-206
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Under Construction

Throughout the Fall 2007 semester, some classrooms will see big changes. In OM-215, we will be installing a much brighter projector. CSB-55, LC-107 and the CT-126 Mac Lab will be converted to Smart Classrooms in the new 16:9 widescreen format. Over the course of the semester, the classrooms in VH will gradually be changed over from remote controls to a push-button control system. Already completed are new projectors in all SCB classrooms. And next summer, the remainder of Humanities will be converted to Smart Classrooms. We hope these improvements will make teaching with technology more accessible.

Computer Carts

Mobile Computer Carts can be brought to rooms without installed technology by calling our office two working days in advance. IMS will deliver computer carts to LC, HUM,



CSB, and OMB. Connections to the network are available in the Lecture Center, Humanities and CSB. There are no network connections in OMB classrooms. Last semester, the carts were completely upgraded, making them more compact. They contain the latest computer and projection equipment. Digital document cameras have been added to all carts.

Easy Laptop Connections

Professors may easily connect their personal laptop computers to our projection equipment in most technology-equipped classrooms, and on most computer carts, through the installed Extron boxes. Please contact IMS at x3633 for more information on this connection. Our staff would be glad to assist you in the proper procedures, which will not interfere with the use of the room's computer.

Do Not Disconnect

Smart Classrooms, Electronic Classrooms, and Computer Carts have permanently installed equipment available for faculty use.

At times, we find equipment disconnected, or connected in the wrong places. It would benefit both faculty and IMS if equipment were never disconnected. If there are ways you wish to use the equipment that are not readily available, we would be happy to modify the setup so you can fully utilize it. But please, call us! Do not take matters into your own hands and unplug, unhook and detach.

If you enter a classroom and find that the installed equipment is not functioning, a phone call to our office will send a skilled professional to assist you. Most times, we can have someone at your service within minutes. Please note that many hallways have campus telephones. Our telephone number is written on instructions or stickers near the equipment.

Interactive Whiteboards

The 3M Interactive Whiteboard consists of a whiteboard with data/video projection. Using a laptop and special marker, the Whiteboard interacts electronically with materials from a variety of sources such as video, software programs and the Internet. Permanently installed whiteboards are located in LC-103, OMB-302 and VH-206.

Equipment Orders & Cancellations

Please call our office to place an order. We need **two working days' notice** if you intend to use our equipment or services. Booking early will assure prompt delivery of your requested services. Last minute orders are difficult to accommodate.

When you make an equipment order for the entire semester, we will deliver your request for every class. However, this DOES NOT INCLUDE FINALS week. If you need to use equipment for your final exam, please make a separate reservation. And please, if you cancel your class, call us to cancel your reservation!

Reservations from Faculty Only

We do not take reservations for classroom use of technology from students. Students needing to reserve equipment for class delivery will be instructed to ask their professor to order the equipment from IMS for the needed date, time and location. This is for the benefit of faculty, who may not want to be surprised by a delivery of equipment for which they had not planned.

TV/DVDs, Transparency Projectors

Most standard classrooms contain a TV/DVD or TV/DVD/VHS unit on a cart, an overhead transparency projector, and screen. If equipment for your classroom is missing, please feel free to move one in from a nearby room.



Technical Troubles

In case of classroom equipment malfunction, call us as soon as possible. For computer issues, contact Academic Computing at x3816. For all other audiovisual hardware, you can reach IMS at x3630. After 5:00 PM, call our evening staff at x3639.

Support for Conferences and Events

Will you be using our equipment and services for a conference, lecture or special event? Please ask your conference participants if they have any audio-visual requests. Contact us as soon as possible with the name of the presenter, date, time, room number and what type of audio-visual service is needed. Be sure to include IMS equipment and personnel charges in your conference budget, as you do for food services or printing costs. Our Conference and Events Price List is accessible online at www.newpaltz.edu/ims/events.html.

Requests for weekend or late evening services should be made at least two weeks before the scheduled event. We can provide more efficient service when you provide us with a copy of your event's brochure and conference confirmation number.

Support for Student Events

Student organizations sometimes wish to schedule meetings and events in technology-enhanced classrooms. However, these rooms are designed for class use. Students are directed to schedule meetings and events through the **Student Activities Office**, where a suitable location can be chosen to meet the needs of the event.

Teleconferencing, Video Conferencing

At present, our Teleconference equipment is not in service due to construction in LC-10.

Two-way video conferencing, available using the Tandberg System, is dialed through IP or ISDN lines. IMS offers video conferencing facilities in LC-100, LC-3A, REH-109 and VH-204. Take advantage of this convenient service for meetings, conferences, or classes. Emily Trapp can provide you with more information.

Green Technology Reduces CO₂ Emissions

A small action on the part of an organization can mean big savings in carbon dioxide emissions. Instead of traveling, think about holding your next meeting or interview using our videoconferencing equipment. As Tandberg's Web site states, "Staying off the roads and out of the skies means adding less CO₂ to the atmosphere." IMS staff is pleased to offer comfortable and quiet meeting space, connecting to convenient locations around the country or around the world.

Equipment Loans

Instructional Media Services exists solely for faculty support. We do not loan equipment to students. We have a variety of equipment available:



- data/video projectors
- digital still cameras
- digital video cameras
- portable sound systems
- portable lecterns with sound systems
- listening devices for the hearing impaired
- document cameras
- digital audio recorders
- CD/cassette players
- overhead transparency projectors
- laser pointers
- screens
- slide projectors

These items must be picked up at the office in LC-2. Advanced reservations are preferred.

Users accept financial responsibility for borrowed equipment and are responsible for returning it in good condition or paying to repair or replace equipment damaged, lost or stolen while in their possession.

Less and Less VHS

As you may have noticed, VHS video equipment is being phased out around campus. In van den Berg Hall, the electronic classrooms contain no VHS equipment at all. After this year, the use of VHS will be by exception only. All new videos should be purchased in DVD format. Contact the Academic Computing Department if you still need to use VHS videotapes in the future.

Disc Longevity

When CDs and DVDs were first introduced, there was a lot of discussion about how long they would last. Initial reports said 100 years but now we find this information to be incorrect. New findings indicate between five to ten years, depending on how well the disc was manufactured, what it is being used for, how often it is used, and if it is stored properly.

To be safe, make back up copies of your discs every few years before you lose the valuable information contained on them.

