



INSTRUCTIONAL
MEDIA
SERVICES

NEWSLETTER

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ
Spring 2008 Issue 30

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

Please Note.....

.. that our office, storage and control areas are still under construction. So be kind to us; it hasn't been easy! This construction is in connection with the installation of two chillers. One will eventually cool the Humanities and Faculty Tower; the other will cool the Library and Lecture Center. Each chiller weighs 18,000 pounds, and stands 7'7" tall. Installation is expected to be completed in the spring and ready for operation by the summer cooling season.

Even though the IMS staff is working in a construction zone, most of our services have been restored, with the exception of off-air recording and connection to our satellite dishes. The "On Campus @ SUNY New Paltz" television show, produced by IMS and the Public Affairs Department, returned to the air at the beginning of the Fall 2007 semester. We are looking forward to the future when our workspaces finally return to normal.



Photo by Garry Nack

The True Heroes of IMS

In past newsletters, we have featured various members of our professional and classified staff. However, it is time to reveal the true heroes of the Instructional Media Services Department. Our student staff members, also known as Media Operators, receive their daily work logs and hit the halls running. They deliver a variety of equipment to classrooms during the fifteen-minute span between classes. Some are technically savvy newcomers to our staff, and others have been with us for years, enriching the campus with their experience and support.

A typical workday for an IMS Media Operator may begin at 8:00 AM, as they cover classrooms in Lecture Center, Humanities, Old Main, Coykendall, Wooster, Van Den Berg Hall, and the South Campus Building. Many times, they must do set-ups in five different buildings across campus within fifteen minutes. A sample of our log during a 15-minute class change may require the following:

- 1:40, CSB-154, pick up document camera
- 2:30, CSB-55, set up computer cart
- 2:00, LC-100, set up 3 table microphones
- 2:00, LC-102, set up lavalier microphone
- 2:00, HUM-108, set up document camera
- 1:45, HUM-214, pick up computer cart
- 2:00, HUM-201, set up computer cart
- 1:45, HUM-315, pick up computer cart, move down to second floor on the JFT elevator
- 2:00, HUM-212, set up computer cart
- 1:45, OM-222, pick up computer cart
- 1:45, WSB-7, pick up document camera

Our student staff is still on the job as classes conclude at 9:30 PM. The classroom equipment is cleaned and checked for malfunctions by our graduate student supervisor. This saves faculty members valuable time by identifying and resolving technical problems before the next day's classes.

Mellisa, Lourdes, Ariel, Emily G, Emily M, Chelsea, Rocky, Vaenessae, Shira, Roksana, Jill, Shekar, John, Patty, and Rebecca, we appreciate your good work!

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/.



LC-102

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.



Interactive Whiteboard

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-55	HUM-110	OM-215	VH-106
CSB-154	HUM-111	REH-111	VH-110
CSB-221	HUM-113	SCB-128	VH-112
CSB-222	HUM-114	SCB-129	VH-206
CSB-321	HUM-120	SCB-132	VH-208
CT-108	HUM-216	SCB-138	VH-210
FLB-107A	HUM-318	SCB-140	VH-214
HUM-15	LC-100	VH-101	VH-216
HUM-107	LC-107	VH-102	VH-217
HUM-108	LC-108	VH-103	VH-219
HUM-109	OM-B1	VH-104	VH-221

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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You Asked, You Got It – New Rooms

A few more technology-enhanced classrooms will be operational soon. At press time, LC-107 and CSB-55 were just steps away from completion. During the summer of 2008, the second floor traditional classrooms in Humanities will be converted to Smart Classrooms. Humanities first floor smart rooms will get new projectors and control systems.

Technical Troubles

In case of classroom equipment malfunction, call us as soon as possible at x3630 days or x3639 evenings. For computer issues, contact Academic Computing at x3816.

Computer Carts

If your room does not contain installed technology, we can deliver a mobile computer cart to you. These carts contain a computer, document camera, and data projector. Please call our office to reserve a cart **two working days in advance**. They are available in 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.



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 find that the installed equipment in your classroom 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. Many hallways have campus telephones. Our telephone number is written on instructions or stickers near the equipment.

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. Weekend requests require at least two weeks notice. 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, or your students plan presentations, 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.

Changes in Store As Old Main Closes

Old Main Building is scheduled to close next summer to undergo much needed renovation. Because of the loss of fourteen Old Main rooms, classes will be more compactly scheduled. We will be working harder than ever to service the technology needs of the remaining classrooms throughout the campus. The time between classes will be reduced from fifteen minutes to ten. We may be asking for your patience as we scramble to complete the same amount of set-ups and pick-ups in one third less time.

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.

Please note that VHS equipment is not available in most locations now. 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.

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 must 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-8.

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, and VH-204. Take advantage of this convenient service for meetings, conferences, or classes. Emily Trapp can provide you with more information.

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
- digital document cameras



- digital audio recorders
- laser pointers
- CD/cassette players
- portable 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.

On Campus @ SUNY New Paltz Returns

Those of you who read the Faculty/Staff emails know that the On Campus Television Show has returned to the air. The show was interrupted for a semester due to construction in the building. IMS and the Public Affairs Department produce the weekly show, recorded Fridays and broadcast on Thursday and Friday evenings. The show reaches 87 communities throughout the Hudson Valley, and is also broadcast statewide over New York Network's satellite and cable systems.

Last semester, we produced programs spotlighting the Women's Studies Conference, the One Book One New Paltz Program, the Department of Athletics, the Holiday Jazz Special, the Theatre Department's productions of Pirates of Penzance, Antigone, and Fresh Dance, the publication of the book Riverine, and interviews with President Poskanzer, Lynn Spangler, Lewis Brownstein, and Tom Sarrantonio. If you are interested in being on the show, give Emily a call at x3634.

IMS Office Hours

Monday – Friday 8:30 AM – 5:00 PM

Phone 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

