INSTRUCTIONAL TECHNOLOGY CENTER (ITC)

There have been a number of changes that have occurred over the summer at the ITC. In August, Pat Fewell moved to the Secondary Education and Foundations Department as a full-time faculty member. Dr. Fewell served as the Director of the ITC for the past 17 years and is now looking forward to her full-time faculty position. We wish Pat the best of luck in her new position and thank her for all the years of dedicated service at the ITC. Beginning in August, Tom Grissom will be managing the Instructional Technology Center along with his regular duties as an Instructional Support Specialist for the College of Education & Professional Studies. Terry Hyder will be scheduling student workers and helping with the day-to-day operations of the ITC. Terry has worked in the ITC for the past 9 years and remains an excellent resource for faculty and students.

The CEPS Instructional Technology Center is available for students, faculty and community members to create educational materials for their classroom and use technology for their own education related projects. The ITC has available computers, scanners, digital cameras, digital camcorders, videotape camcorders, tripods, cassette recorders, portable overheads and slide projectors for faculty members to check out and use in their classes.

ITC HOURS — Fall 2003

**ITC Hours:**
Buzzard Hall, Room 1430/1440

**Monday thru Thursday**
7:30 am—Midnight

**Friday**
7:30 am—10:00 pm

**Saturday**—Closed

**Sunday**
12:30—10:30 pm

**Note:** Eleven course sections are scheduled to use the ITC Lab, Room 1430 for Fall 2003 and will be unavailable during class times. Below is the schedule for open times for ITC Lab 1430.

**ITC Open Lab hours for Fall 2003:**
- **Monday:** 7:30–8:00 am, 11:30 am–2:00 pm, 3:15–4:00 pm, 9:30 pm–Midnight
- **Tuesday:** 7:30–8:00 am, 9:30 am–2:00 pm, 5:15–Midnight
- **Wednesday:** 7:30–8:00 am, 9:30 am–2:00 pm, 5:15–7:00 pm, 9:30 pm–Midnight
- **Thursday:** 7:30–8:00 am, 9:30 am–2:00 pm, 5:15–7:00 pm, 9:30 pm–Midnight
- **Friday:** 7:30 am–10:00 pm
- **Saturday**—Closed
- **Sunday:** 12:30 pm–10:30 pm

Special points of interest:
- Fall 2003 ITC Lab Hours
- Digital Camera Checkout
- CEPS Technology Committee
- Technology Enhanced Classrooms
- Mobile Lab

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CEPS Technology Enhanced Classrooms

For the past four years CEPS has written numerous grant proposals and awarded funding to purchase equipment for Technology Enhanced Classrooms (TEC’s). The grants are offered through the EIU Academic Technology Advisory Committee and are funded by Student Technology Fee money. CEPS continues to equip classrooms with the latest state-of-the-art equipment for the benefit of our students.

CEPS Technology Enhanced Classrooms (TEC’s) are equipped with a computer and high-speed Internet access, VCR, and a large screen projection unit.

If you do not have the correct key to access the TEC equipment in Buzzard Hall please call 581-3823 and secure a correct key.

The following rooms are equipped as Technology Enhanced Classrooms as of the beginning of Fall 2003:

**Buzzard Hall**
- Room 1103
- Room 1121
- Room 1320
- Room 2160
- Room 2441
- Room 2445
- Room 1430
- Room 1140
- Room 1180
- Room 2439
- Auditorium (1501)

**Lantz**
- Room 1033
- Room 1150
- Room 1160
- Room 3401
- Room 3409
- Room 3871
- Room 3881
- Room 1140
- Room 1620

**McAfee**
- Room 2621

**Instructors Note:**
Please be sure to turn off computer projectors when you are finished teaching your class. Replacement projector bulbs cost $500 and turning off projectors when finished will increase the life of existing equipment. Thank You.

If rescheduling of classes can be arranged to allow campus electricians access to the rooms. If rescheduling cannot be arranged the installations will have to wait until the semester ends. In McAfee we will be adding two new Technology Enhanced Classrooms in rooms 2631 and 2611.

CEPS is currently working on scheduling the installation of five additional TEC installations and completing the installation of one TEC classroom for Fall Semester 2003.

In Buzzard Hall we will be adding TEC equipment for rooms 2440, 2442, 2444, and will be adding a permanent projection unit in room 2439. If rescheduling of classes can be arranged to allow campus electricians access to the rooms. If rescheduling cannot be arranged the installations will have to wait until the semester ends. In McAfee we will be adding two new Technology Enhanced Classrooms in rooms 2631 and 2611.

Once the installations are completed CEPS will have a total of 26 Technology Enhanced Classrooms.
Student Proficiencies

The ITC now manages two student proficiencies.

**Student Technology Proficiency (STP)**

All teacher education candidates are required to pass the entry-level Student Technology Proficiency prior to being admitted to the EIU Teacher Education Program. Students may register in the Dean's Office of the College of Education and Professional Studies, Room 1420, Buzzard Hall. Students must bring their EIU Panther Card the day of STP testing for identification. For more information and dates for the STP please visit: www.eiu.edu/ceps/stp

**ITC Equipment Proficiency**

The ITC equipment proficiency is required for ELE 3000, SED 3000, and SED 3330. Please make reservations for the ITC equipment proficiency as soon as possible. If your class is required to administer the ITC equipment proficiency, please call Terry at 581-3823 to make arrangements for your class to participate in this activity.

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CEPS Technology Committee

The CEPS Technology Committee serves in an advisory role to the College of Education and Professional Studies. The committee is involved with technology-related issues that affect CEPS programs. Last year the committee completed the CEPS Technology Plan and completed faculty and student surveys on the use of learning technologies.

**CEPS Technology Committee Members for academic year 2003-2004:**

- CEPS Deans Office – Tom Grissom – co-chair
- Secondary Education and Foundations – Pat Fewell – co-chair
- Counseling and Student Development – French Fraker
- Educational Administration – Bev Findley
- Early Childhood, Elementary, and Middle Level Education – Judy Barford
- Health Studies – Sheila Simons
- Physical Education – Jake Emmett
- Recreation Administration – John Pommier
- Special Education – Mark Brown

“Last year the CEPS Technology Committee completed the CEPS Technology Plan and completed faculty and student surveys on the use of learning technologies.”

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Digital Cameras Available for Faculty Checkout

- **Sony Mavica Digital cameras** – The ITC has seven digital cameras available for checkout to faculty only. Please call ahead to reserve a camera. You must pick up the camera in the ITC.

- **Panasonic Digital Video Camcorder** – The ITC has seven digital video camcorders. You must supply your own mini DV cassette to record. The camcorders may be checked out to faculty only. You may choose to edit the video in the ITC lab by connecting the camera to the Firewire cables and using the Studio DV program. Please call ahead to reserve a camcorder. You must pick up the camcorder in the ITC.
Instructional Technology Center
The CEPS Instructional Technology Center is available for students, faculty and community members to create educational materials for their classroom and use technology for their own education related projects. The ITC has available computers, scanners, digital cameras, digital camcorders, videotape camcorders, Ellison dies, tripods, cassette recorders, portable overheads and slide projectors for faculty members to check out and use in their classes.

Mobile Wireless Computer Lab Available
The ITC has two portable computer labs available for faculty members to check out. Each lab has 16 Gateway computers in a mobile cabinet that can be wheeled into a classroom in Buzzard Hall. To reserve one or both of the labs, please call 581-3823 to reserve and/or receive training on how to use the mobile labs and setup the laptop computers for classroom use.

Classroom Security
Reminder:
Please lock the podium cabinets in all Technology Enhanced Classrooms and lock the classroom door at the completion of your class. Because we are sharing the facility there will be additional equipment in many of the classrooms and we will need to make sure that all doors are secured between classes.

Please be sure to turn off computer projectors when you are finished teaching your class. Replacement projector bulbs cost $500 and turning off projectors when finished will increase the life of existing equipment.

Thank You!

Visit the CEPS Technology Website!
www.eiu.edu/ceps/tech