

**LOS ANGELES TRADE-TECHNICAL COLLEGE**  
**Administration**

**Technology Committee Task Force Report**  
**Recommended Use of Student Computer Labs and Smart Classrooms/Smart Carts**

**October 2006**

**COMPUTER LABS:**

1) Attached is a list of Computer Labs at Los Angeles Trade-Technical College that includes:

- Area (Building and Room)
- Contact Person and Telephone Extension
- Primary Instructional Area that Utilizes Lab
- Computer Type (Operating System)
- Internet Accessible (Yes or No)
- Number of Workstations
- Other Equipment and Peripherals (with Quantity)
- Primary Software Available
- Primary Use (Specific Students)

2) Also attached are Parameters for Room Scheduling (and resolution when room conflicts arise), in priority order, developed and utilized by Academic Affairs as of Fall 2006.

3) The task force determined that computer lab may not be made available to any student or group of students, outside of its scheduled operation, for the following reasons (***NOTE: If the 5 areas below are adequately addressed with the solutions provided in parenthesis, there is no reason why any computer lab would have to be limited to scheduled classes only:***

- Additional wear and tear to the equipment and the facility that could result in the limited availability of resources when they are required for scheduled classes. (***SOLUTION: Assign an Instructional Assistant, Information Technology to any computer lab during hours of “open use” to provide routine preventative maintenance & diagnostics and assist users.***)
- When necessary repairs, updates and replacement of lab equipment and software are required, they need to be placed at a very high priority for scheduled classes. (***SOLUTION: Acquire back-up workstations that can be used by MIS to swap out as needed when lab workstations become inoperable for any reason.***)
- Department supply budgets are not adequate to meet the demands for consumable supplies (paper, toner cartridges, etc.) beyond that required for scheduled classes. (***SOLUTION: All lab use outside of scheduled classes will require a log of use and a central account for consumable supplies can be accessed for all documented use beyond that of scheduled classes.***)
- There is not adequate supervision outside of scheduled classes. (***SOLUTION: Assign an Instructional Assistant, Information Technology as stated in first item above.***)
- Students outside of specific disciplines and course levels have no need for specialized software applications that are available on systems within certain instructional computer labs. (***SOLUTION: Create a special login, hard drive partition, or a completely separate hard drive for specialized software.***)

## SMART CLASSROOMS AND SMART CARTS:

- 4) To meet the definition of a “Smart Classroom,” a classroom must have the following built-in features:
  - a) LCD Projector with Video Graphics Adapter (VGA) and Audio/Video inputs
  - b) Sound System
  - c) Video Cassette and DVD Player
  - d) Data Drop for Access to Internet
  - e) May also have one or more of the following:
    - . Computer
    - . Audio Cassette Player/Recorder
    - . Compact Disc Player
    - . Document Camera
    - . Podcast Capabilities
    - . Other Audio/Video Capabilities
  
- 5) Rooms at LATTC that meet the definition of “Smart Classroom” to date include:
  - . F215                      Planned for & funded by 2005-06 Block Grant Funds:
  - . F223
  - . L107                      . K406
  - . L110                      . F214
  - . K222                      . F234
  
- 6) Other locations known to have permanent, ceiling-mounted LCD projectors only include:
  - . F100
  - . H238
  - . K406
  - . L004
  
- 7) Locations known to have department-level access to LCD projectors available include:
  - . A129                      . D302/303                      . K326
  - . A204                      . D330                          . K468
  - . A238                      . F212                          . L265
  - . B120                      . K266                          . M174
  - . C104                      . K309                          . R100
  
- 8) It is recommended by this task force that L107 and L110 be scheduled on an as-needed basis for instructors to use periodically (several times per semester at most) to bring classes in when media needs exist that Media Services cannot meet due to unavailability of equipment. These rooms will then also be available for special college events and meetings that are periodically hosted that will require media equipment and showcase these rooms to off campus guests.
  
- 9) It is also recommended that all other “Smart Classrooms” (i.e., F215, F223, K222, and others planned), be assigned by departments with the assistance of Academic Affairs and Media Services. It is Media Services that can best recommend instructor assignments to Smart Classrooms since a history of the need of media equipment delivery is known to that office.
  
- 10) “Smart Carts” are defined as any combination of media equipment that contain at least two (2) of the components that make up a “Smart Classroom” and are on a transportable table or cart. It is recommended that Smart Carts fall under the general jurisdiction of a department and that they be borrowed only with the permission of the Department Chair or their representative.