Georgia Gwinnett College (GGC) IT Audio-Visual Standards Handbook

Fiscal Year 2024

Overview

Information Technology in collaboration with campus stakeholders establishes the standards for audio-visual equipment and systems and publishes the GGC IT Audio-Visual Standards Handbook each fiscal year. Additionally, Information Technology establishes the audio-visual refresh strategy and communicates the strategy via the GGC IT Audio-Visual Standards Handbook.

Project Requests

Information Technology in collaboration with stakeholders establishes the budget, funding sources, and timeline for new audio-visual implementations and audio-visual refresh projects. Requests for new audio-visual implementations in spaces and/or modifications to the audio-visual experience must be approved per APM 9.5.2 Space Management Policy. When completing a space request, the requestor should reference the GGC IT Audio-Visual Standards Handbook to describe the proposed audio-visual experience. After receiving approvals, requestors must submit an IT Project Request. All IT Project requests are subject to APM 11.2 Technology Project Authorization.

Information Technology manages annual audio-visual refresh projects for classrooms.

NOTE: Collaboration with other campus stakeholders may be necessary to address needs related to accessibility requirements, furniture, lighting, electrical, and other operational and facility-related needs.

Project Request Recommendations

Review the audio-visual policy and handbook thoroughly before submitting a space management or IT project request.

Project Acceptance and Scheduling

Resource availability, academic calendar, end of year (EoY) purchasing deadlines, and course/event scheduling drive IT's ability to accept a project request and influences the schedule for projects. IT may

not be able to accept or schedule a project until resources are available. IT recommends that project requests be made early in the fiscal year.

Equipment Acquisitions

Audio-visual equipment purchases must be approved by Information Technology prior to submission of a purchase requisition as specified in APM 11.7 Information Technology Acquisition and Integration Policy.

Audio-Visual Refresh Strategy

Information Technology uses an audio-visual industry lifecycle replacement standard of seven (7) years to identify potential audio-visual equipment/systems that may be due for replacement. The lifecycle replacement standard is used to inform IT's audio-visual refresh strategy each year. The audio-visual refresh strategy is further informed by space utilization data as reported through the campus scheduling system, 25Live, modifications to the purpose of a space, strategic priorities of the college, and available budget.

Funding Sources

The College may provide funding through various sourced included but not limited to those described below.

Technology Fees

Information Technology allocates technology fees to support the lifecycle refresh of audio-visual technology in classrooms and some laboratories. IT identifies classrooms that need an update each fiscal year. The final selection of classrooms that may be updated depends on the availability of technology fees.

One-Time Funds

The College may make one-time funds available for audio-visual projects and/or lifecycle refresh each fiscal year. One-Time funds may be used for classrooms, special-use classrooms, laboratories, study rooms, conference/meeting rooms, and event spaces. They may also be used for digital signage refreshes or other special purpose audio-visual projects. Information Technology recommends a consultation prior to making a request for one-time funds for any audio-visual related request. IT can assist with providing an estimate for a one-time funding request. IT may require direction per APM 9.5.2 Space Management Policy to provide estimates for new audio-visual implementations in spaces and/or modifications to the audio-visual experience.

IT often identifies audio-visual projects and/or lifecycle refresh opportunities and submits one-time funding requests for projects that benefit the College.

School/Division/Department Budgets

School/Division/Departments may use available funds for audio-visual projects and/or lifecycle refresh. These funds may be used for classrooms, special-use classrooms, laboratories, study rooms, conference/meeting rooms, and event spaces. They may also be used for digital signage refreshes or other special purpose audio-visual projects. IT may require direction per APM 9.5.2 Space Management Policy to provide estimates for new audio-visual implementations in spaces and/or modifications to the audio-visual experience.

Fees (Non-Technology Fee)

Some programs such as Athletics, may be required or eligible to use the revenues from their fees for audio-visual projects or lifecycle refresh. Project requestors should consult with Business and Finance on appropriate funding sources for projects and/or lifecycle refresh. IT may require direction per APM 9.5.2 Space Management Policy to provide estimates for new audio-visual implementations in spaces and/or modifications to the audio-visual experience.

Grants and/or Donor Funds

Audio-visual projects and/or lifecycle refresh may be funded via grants and or donors. Note that the use of grant or donor funds does not obligate the College beyond the initial grant or donation. IT may require direction per APM 9.5.2 Space Management Policy to provide estimates for new audio-visual implementations in spaces and/or modifications to the audio-visual experience.

Budget Estimates

An audio-visual project or upgrade often requires more than just the identification and purchase of equipment, it can require modifications to a space such as adding power or data, installing conduit, opening walls to add supports, patching and painting, and furniture selections. IT can provide high-level estimates to assist with budgeting and funding requests. It is important for stakeholders to remember that an estimate is not a commitment. Estimates should be used for informational purposes only. The actual cost of a project will be determined once the project is approved. IT does not request quotes or proposals from vendors/contractors until a project has been approved.

Standards

Information Technology (IT) sets audio-visual technology standards based on the following guiding principles:

- Prioritize campus standards
- Reduce the complexity of systems
- Increase consistency of systems across campus spaces
- Increase supportability by campus IT staff
- Improve the overall user experience
- Increase overall satisfaction with IT systems and services
- Reduce cost(s) by considering Total Cost of Ownership (TCO)

The standards presented in this handbook should be used to address the desired audio-visual experience for a project and/or lifecycle refresh. Consultation with other campus stakeholders may be necessary to address needs related to accessibility requirements, furniture, lighting, electrical, and other operational and facility-related needs.

Exact equipment models and system programs are the purview of Information Technology.

Classroom Audio-Visual Standards

The standards described below refer to the audio-visual experience in a classroom. A classroom may also offer technology features such as student computers or laptop carts. There may also be specialized infrastructure needed in a classroom to support instruction. If a project requires other technology features such as student computers and/or infrastructure, you may request a consultation with Information Technology.

Standard Classroom

Designed for in-person instruction, the standard classroom space prioritizes the presentation-style format. Each setup integrates audio-visual technologies with a user-friendly control to facilitate source-switching.

Features:
- ADA-compliant lectern
- Single touch-enabled monitor
- Room display (projector with projection surface or wall-mounted display)
  - The type of display is dependent on environmental conditions and may require a multipurpose whiteboard/projection surface.
- Speakers
- In-room Computer (Windows OS)
  - Includes a DVD drive.
- BYOD (Bring Your Own Device) compatibility such as HDMI connectivity.
- Document camera
- Wireless presentation capability
- Webcam with integrated microphone
- Control system for switching content sources

Add-on/Alternate Options:
- MacOS
- Additional projector/display
  - No advanced content routing.
- Blu-ray player

Collaboration Classroom

A Standard Collaboration Classroom facilitates student group work and collaboration via a bring your own device (BYOD) experience. It includes all the technology of a standard classroom with the addition of collaboration displays around perimeter of room that allow sharing of content to the collaboration displays via wireless presentation. Students may share their content via wireless presentation to the collaboration displays or the main display. Instructors may share content on the collaboration displays via wireless presentation. A standard collaboration classroom does ***not*** offer advanced routing of content from the lectern to displays.

Features:
- ADA-compliant lectern
- Single touch-enabled monitor
- Display (projector/projection surface or wall-mounted display)
  - The type of display is dependent on environmental conditions and may require a multipurpose whiteboard/projection surface.
- Speakers
- Computer (Windows OS)
  - Includes a DVD drive
- BYOD (Bring Your Own Device) compatibility such as HDMI connectivity
- Document camera
- Wireless presentation capability for main display
- Webcam with integrated microphone
- Control system for switching content sources
- Wall-mounted or furniture-mounted collaboration displays featuring wireless presentation capability

Add-on/Alternate Options:
- MacOS
- Additional projector/display (for lectern)
  - No advanced content routing.
- Blu-ray player

Collaboration Plus Classroom

A Collaboration Plus Classroom facilitates student group work and collaboration via a bring your own device (BYOD) experience. It includes all the technology of a standard classroom with the addition of collaboration displays around perimeter of room that allow sharing of content via wireless presentation. Students may share their content via wired and/or wireless presentation to the collaboration displays or the main display. Instructors may share content from the lectern control system to one or more collaboration displays. Instructors may select content from a specific collaboration display to show on the main display via the lectern control system.

Features:
- ADA-compliant lectern

- Single touch-enabled monitor
- Display (projector/projection surface or wall-mounted display)
  - The type of display is dependent on environmental conditions and may require a multipurpose whiteboard/projection surface.
- Speakers
- Computer (Windows OS)
  - Includes a DVD drive
- BYOD (Bring Your Own Device) compatibility such as HDMI connectivity
- Document camera
- Wireless presentation capability for main display
- Webcam with integrated microphone
- Control system for switching content sources and routing content to displays
- Wall-mounted or furniture-mounted collaboration displays featuring wireless presentation capability as well as HDMI connectivity

Add-on/Alternate Options:
- MacOS
- Additional projector/display (for lectern)
  - Allows advanced content routing.
- Blu-ray player

HyFlex Classroom

HyFlex classrooms facilitate in-person and online learning using standard web conferencing technologies and enable lecture capture. Alongside standard classroom equipment, this classroom provides microphones and a single Pan-Tilt-Zoom (PTZ) camera.

Features:
- ADA compliant lectern
- Single touch-enabled monitor
- Display (projector/projection surface or wall-mounted display)
  - The type of display is dependent on environmental conditions and may require a multipurpose whiteboard/projection surface.
- Speakers
- PTZ camera
- Microphones including voicelift
- Computer(s) (Windows OS)
  - Includes a DVD drive
- BYOD (Bring Your Own Device) compatibility such as HDMI connectivity
- Document camera
- Wireless presentation capability
- Control system for switching content sources.

Add-on/Alternate Options:

- MacOS
- Additional projector/display
  - No advanced content routing.
- Blu-ray player

HyFlex Plus Classroom

Building on the capabilities of the HyFlex classroom, the HyFlex Plus classroom offers confidence monitoring allowing the instructor to view remote participants.

Features:
- ADA compliant lectern
- Single touch-enabled monitor
- Display (projector/projection surface or wall-mounted display)
  - The type of display is dependent on environmental conditions and may require a multipurpose whiteboard/projection surface.
- Speakers
- PTZ camera
- Microphones including voicelift
- Computer(s) (Windows OS)
  - Includes a DVD drive.
- BYOD (Bring Your Own Device) compatibility such as HDMI connectivity.
- Document camera
- Wireless presentation capability
- Control system for switching content sources.
- Confidence monitor

Add-on/Alternate Options:
- MacOS
- Additional projector/display
  - Allows advanced content routing.
- Blu-ray player
- Additional confidence monitor(s)
- Additional PTZ camera(s)

Meeting and Conference Rooms

Huddle Spaces/Study Rooms

A huddle/study room is a compact, personal space tailored for up to five people. This room *only* supports a bring your own device (BYOD) experience and wireless presentation.

Features:

- Wireless presentation capability
- Wall-mounted display with audio capability

Standard Conference/Meeting, Small

A meeting space that accommodates approximately 9 people. This space offers a bring your own device (BYOD) experience, in-room computer*, and wireless presentation.

Features:

- Wall-mounted display with audio capability
- BYOD compatibility with wireless presentation
- Computer(s) (Windows OS)*
    - In-room computer
    - Includes a DVD drive.

*In-room computer availability contingent upon ADA compliance considerations.

Add-on/Alternate Options:
- BYOD (Bring Your Own Device) compatibility with HDMI connectivity

Standard Conference/Meeting Space, Large

A meeting space that accommodates approximately 9-20 people. This space offers a bring your own device (BYOD) experience, in-room computer*, and wireless presentation.

Features:

- Display (projector/projection surface or wall-mounted display)
    - Type of display is dependent on environmental conditions and may require a multipurpose whiteboard/projection surface.
- Speakers
    - Type of speakers is dependent on display type.
- Computer (Windows OS)
    - In-room computer*
    - Includes a DVD drive.
- BYOD compatibility with wireless presentation and HDMI connectivity

*In-room computer availability contingent upon ADA compliance considerations.

Add-on/Alternate Options:
- Plug-in-play speaker/microphone/camera web conferencing device
- Voicelift device
- Acoustical treatments

HyFlex Conference/Meeting Space, Small

A meeting space that accommodates approximately 9 people. This space offers a bring your own device (BYOD) experience via wireless presentation only. A plug-in-play speaker/microphone/camera web conferencing device is available to support web conferencing.

Features:

- Wall-mounted display with audio capability
- BYOD compatibility with wireless presentation and HDMI connectivity
- Computer(s) (Windows OS)
    - Includes a DVD drive.
    - In-room computer availability contingent upon ADA compliance considerations.
- Plug-in-play speaker/microphone/camera web conferencing device

HyFlex Conference/Meeting Space, Large

Expanding on the capabilities of the small HyFlex Conference space, this version accommodates 9 or more people. It offers a similar experience to a HyFlex classroom to maintain consistency.

Features:
- ADA-compatible lectern/podium/credenza*
- Display (projector/projection surface or wall-mounted display)
    - o Type of display is dependent on environmental conditions and may require a multipurpose whiteboard/projection surface.
- Speakers
- Wall-mounted PTZ camera
- In-ceiling microphones
- Computer (Windows OS)
    - o In-room computer and touch-enabled monitor availability contingent upon ADA compliance considerations.
    - o Includes a DVD drive.
- Single touch-enabled monitor*
- BYOD (Bring Your Own Device) compatibility such as HDMI connectivity.
- Wireless presentation capability
- Control system for switching content sources.

*In-room computer and touch-enabled monitor availability contingent upon ADA compliance considerations.

Add-on/Alternate Options:
- Voicelift
- Acoustical treatments

Executive Conference/Meeting Space

An executive conference/meeting space provides enhanced hyflex features that includes a speaker tracking-enabled PTZ camera. Add-on options such as a phone/conference bridge are also available.

Features:
- ADA-compatible lectern/podium/credenza*
- Display (projector/projection surface or wall-mounted display)
    - Type of display is dependent on environmental conditions and may require a multipurpose whiteboard/projection surface.
- In-ceiling speakers
- In-ceiling microphones
- Speaker tracking-enabled PTZ camera
- Computer (Windows OS)*
    - Includes a DVD drive
- Single touch-enabled monitor*
- BYOD (Bring Your Own Device) compatibility such as HDMI connectivity
- Wireless presentation capability
- Control system for switching content sources

*In-room computer and touch-enabled monitor availability contingent upon ADA compliance considerations.

Add-on/Alternate Options:
- Conference Phone/Bridge
- Additional speaker tracking-enabled PTZ camera
- Voicelift
- Acoustical treatments