

Memorandum

Date: 5 November 2004

To: CMLL faculty

From: CMLL Technology Committee: Abraham, Juliá, Nakagawa, Whidden (chair)

Re: Language lab guidelines

After careful study of the use of the language lab over the last year, our committee has a series of guidelines and recommendations, all designed to minimize the inappropriate overuse of the lab by some colleagues, to avoid scheduling conflicts if possible, and, above all, to get the most out of the language lab.

We therefore propose the following guidelines, to be effective beginning spring 2005:

1. All professors should be allowed the use of the language lab a maximum of eight times per course, per semester.
2. In order to avoid conflicts, each professor should reserve the language lab no later than the first week of classes in a given semester.
3. If there is a conflict of time and dates among two professors, the professors will be notified by Elisa, so that the professors can work out a solution, changing the dates of use of the language lab if necessary.

Furthermore, we would like to offer the following recommendations to ease the use of the language lab:

- a. Professors should request a classroom with proper equipment to be able to show videos (if it is a film course), or with a projector, to be able to have students use Powerpoint for their presentations. These requests should be made to the different language coordinators when proposing the courses for the following semester.
- b. When the University offers new computers, professors should request laptop computers, which they can take to the class and use for Powerpoint presentations.
- c. If professors are using segments of videos in their courses, they should request from IMS or Elisa a master copy Video that could be shown in a regular VCR.
- d. Professors should prepare course exercises ahead of time, using WebCT so that students can access the information from their own computers.
- e. If using a foreign DVD, professors could actually have it transferred to an American-standard VHS cassette, so that it could be shown in the classroom; this can be done by Elisa or IMS

The committee concluded that the Language Lab use should be limited to tasks and exercises which could not be done anywhere else, such as oral testing and drills, using Sony Soloist, web-based applications, etc.

These are merely our suggestions, submitted to the department for discussion, modification (in part or in whole), and, eventually, vote and adoption (in whatever modified form the department agrees on).

Respectfully submitted,

Department Technology Committee
Seth Whidden, chair.