Resolution 2018-2019-9 UCF Conference Rooms

**Whereas**, collaboration and participation in virtual meetings is required for the normal and effective functioning of the university; and

**Whereas**, UCF, its programs, its faculty, and its faculty’s external collaborators are progressively more interdisciplinary and geographically distributed, resulting in greater demand for teleconferencing and technologies to support distributed meetings and collaborative work; and

**Whereas**, delays in room scheduling and collaboration software failures result in wasted faculty and support-staff time as well as embarrassment and lost opportunities for UCF; and

**Whereas**, UCF conference rooms have inconsistent teleconference technology, with many providing no or inadequate teleconference technology; and

**Whereas**, many faculty and staff lack the technical knowledge to operate the ever-expanding array of conferencing hardware and software, and many conference rooms lack instructions for using the conference systems and obtaining help with their technology; and

**Whereas**, like all technology, teleconference hardware and software experience various failures - they break, become misconfigured, require updates and upgrades, and generally require regular maintenance and, at times, immediate troubleshooting and support; and

**Whereas**, over 40% of the main-campus conference rooms are available to all units to schedule and be used for meetings; and

**Whereas**, the majority of those schedulable conference rooms are assigned to a specific unit, requiring that unit to fund all technology and furniture; and

**Whereas**, using unit funds to supply the needs of non-unit users is an inappropriate use of a unit’s funds; therefore

**Be it resolved** that the administration identify and take responsibility for generally available conference rooms and:

1. Develop a minimum standard for items to be installed in each conference room, including at least:
   a. A computer
   b. A video camera viewing the audience
   c. Microphones that cover all potential speakers
   d. Powered loudspeakers
   e. Software for document collaboration, including simultaneous group editing
   f. Software for reliable and consistent audiovisual remote participation that enables viewing and hearing of remote participants as well as remote presentations
   g. Display devices that make a presentation visible to all in the room
The standard may specify additional or better elements for larger or special-purpose rooms. Compliance with the Americans with Disabilities Act and other requirements is necessary. Periodic revision is necessary to track changing technology.

2. Supply technology, maintenance, and upgrades consistent with item 1 in each generally schedulable UCF conference room; and

Be it further resolved that the administration make available user support services for all UCF conference rooms and:

1. Provide remote voice and real-time, on-site user support in conference rooms.

2. Post instructions for use, troubleshooting, and how to get immediate on-site support in conference rooms.

3. Provide (or, with consent of a unit, delegate) conference-room scheduling, with an immediate response to meeting requests (accepted or declined); and

Be it further resolved that nothing in this resolution should be construed as an intention to reduce or change the scheduling priority that units may have over conference rooms.

Approved by the Faculty Senate Steering Committee on January 17, 2019.