Scheduling for time slots will begin | Tuesday, April 15
Mobile Lab will be set up during hours of instruction | April 28- May 7
Evening Classes have access to lab | week of May 5th

Below is the planned strategy for administering the array of assessment instruments conducted at the end of the HCC Semester.

MOBILE COMPUTER LABS

New Mobile Lab for Language Arts Department - Building 7 - 5th Floor, Rm. #520

To reduce the overload experienced last semester, the Language Arts Department will use one of our mobile laptop labs on their floor.

The Language Arts Department will be responsible for setup, takedown, and scheduling the use of those laptops.

6th Floor Mobile Computer Lab for Humanities/Social Science Faculty

Room 7-620 will house the mobile laptop lab again this semester. The key will be hung on the door jam in room 604 B.

The lab will be set up for the last two weeks of instruction - April 28 - May 7.

SCHEDULING MOBILE LAB TIME & BORROWING LAPTOPS FOR IN CLASS USE ONLY

The reduced usage anticipated by opening a separate mobile lab for Language Arts faculty should make it much easier for Humanities/Social Science to schedule desired evaluation time slots.

LARGER, more detailed sign up sheets for the labs and “borrowed” laptops for classroom will be posted in 604 on Tuesday, 15 April.

EVENING CLASS AVAILABILITY RESTRICTED

Evening classes will have access to the lab for the final week of classes - May 5 until May 8.

T/Th Availability - Tuesday/Thursday day classes have access to the lab for the entire two weeks (April 28 - May 7).

M/W Availability - Due to classroom use of the 7-620 on Monday/Wednesdays, MW classes only use the mobile lab from:

MW - 0800 - 09:45 then closed for classes from 09:45 until 1 PM - available again after 1 PM (April 28 - May 7).

“BORROWING” LAPTOPS FOR ONLINE EVALUATION IN CLASS USE ONLY

During the last two weeks of classes MW faculty who wish to conduct online evaluations in their classroom can “borrow” laptops from the mobile lab rm. #620 from 09:45 until 1 PM or by reserving a time slot during the Evaluation (Exam) period - May 12 - 15.

Many faculty have found that “borrowing” three or four laptops for use at the end of a final examination (students submit exams at different time) works very well. Just set them up at the back or side of a classroom and as students submit exams, direct them to the laptops to complete the evaluations.


All types of evaluations will be again posted at a single “home” website - including regular student evaluations, WI, HAP, O, E, DE, Running Start, Knowledge Surveys and AA Graduate Survey.

By now, many of our students have completed evaluations through this process, so most of them should be comfortable with the evaluation format but instructions for conducting the evaluations will be printed and placed by each laptop.

David Cleveland, David Fink, Rob Edmondson, Marcia Roberts-Deutsch, and Cynthia Smith (and other experienced faculty members) can provide assistance if required.