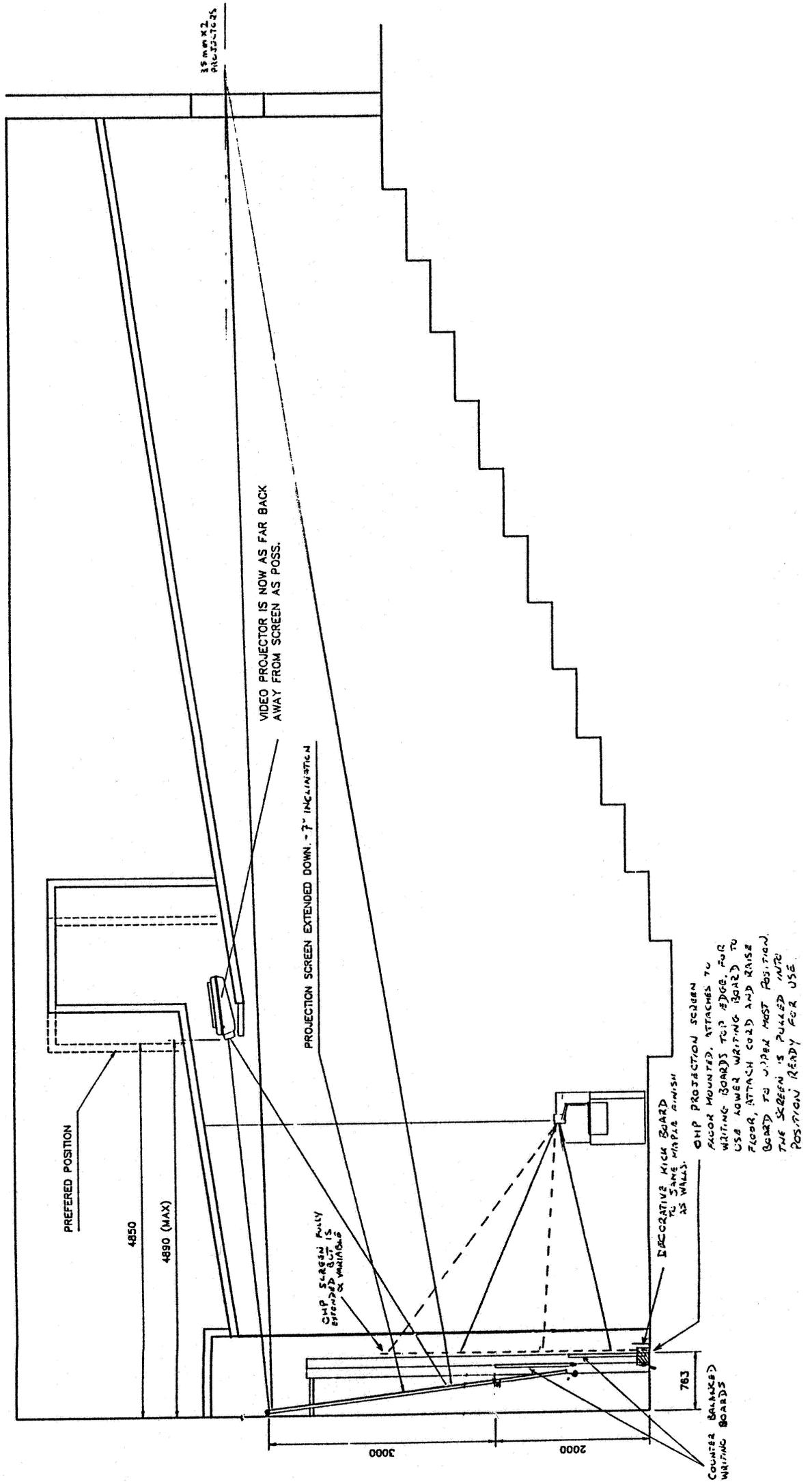
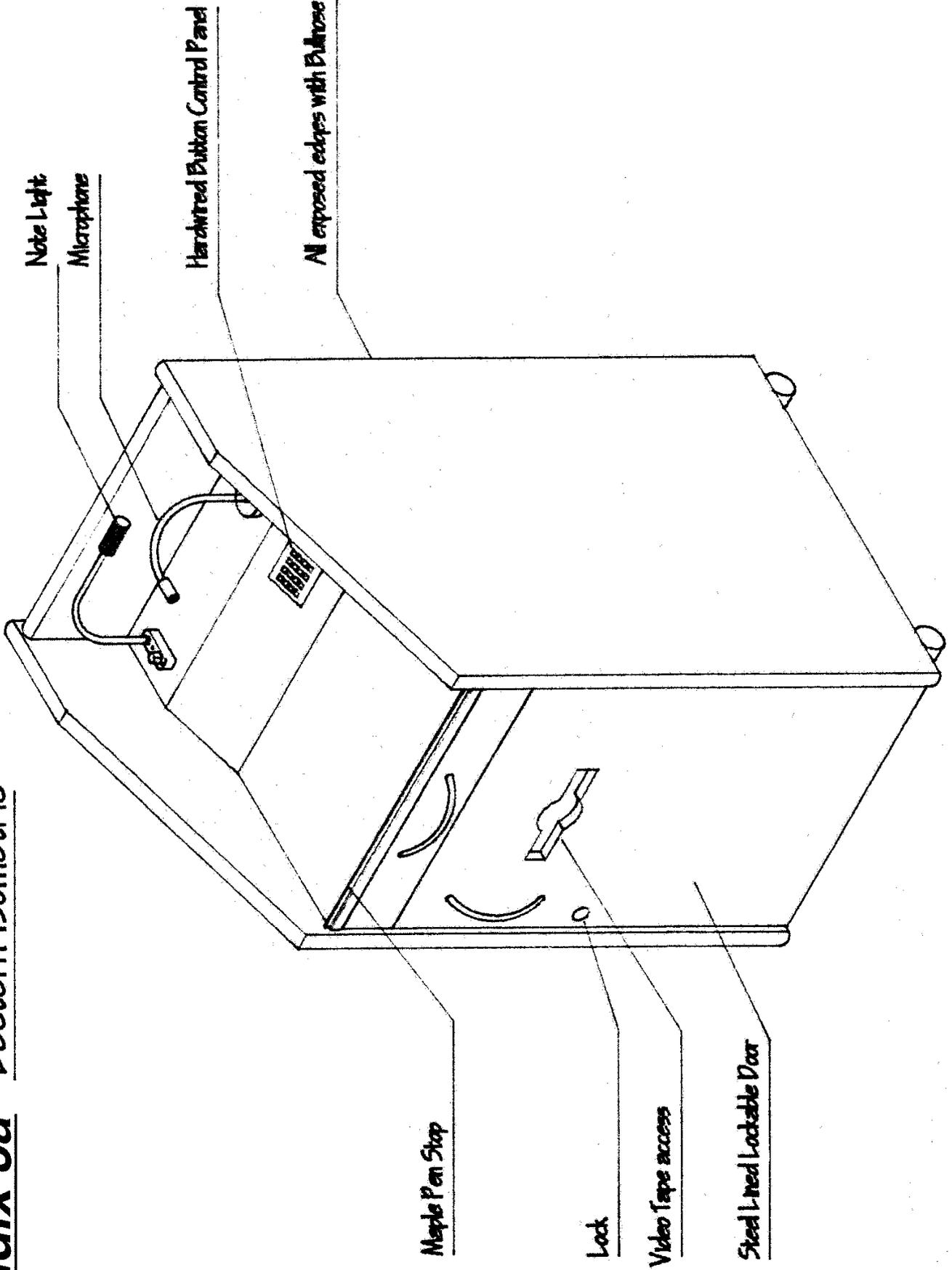


SCALE & DIMENSIONS TO BE USED AS GUIDANCE ONLY

Appendix 3



Appendix 3a Lectern Isometric



Media Services Specification Sheet for Planning

New Lecture Theatres or Refurbishments

- 1) MSU determines equipment levels for teaching space below.
 - a) Main lecture theatre of up to 120-350
 - b) Lecture room of up to 30 - 99 (eg Geography 125)
 - c) Seminar / small lecture room 30-40 or less
- 2) Specification sheet details equipment at two levels .
 - a) Basic specification that describes all AV equipment in global terms only. See sheet AV11
 - b) Detailed specification; see sheet AV11 that identifies all equipment in precise detail, price and the services that each item of AV equipment requires.
- 3) A detailed schematic plan (and elevation if ceiling mounted equipment is being installed) sheet AV12 of the area must be included. An approved copy to be supplied to the planning office.
- 4) All cable runs should be specified and shown on the schematic plan.
- 5) Remotely controlled power outlets should be shown on the plan.
- 6) All remote control / cables carrying data should be shown on the plan.
- 7) Data terminations (Ethernet) as specified by computer services must be in a position that suits MSU's purposes and shown on the plan if required.
- 8) All writing and projection surfaces to be shown on plan and specified by MSU.
- 9) All cable sizes to be determined and specified on sheet AV9; use as many separate sheets as needed.
- 10) The above will have to be detailed and included on the working drawings.

Media Services Specification Sheet for Planning

AV numbers on left indicates equipment position on plans

<input checked="" type="checkbox"/> Tick	Equipment requirements	comments	Budget prices
<input type="checkbox"/>	AV01 Standard Lecturn_____		
<input type="checkbox"/>	AV02 Lectern Reading lamp_____		
<input type="checkbox"/>	AV03 Overhead projector 250 Watt_____	Fixed <input type="checkbox"/> Pool <input type="checkbox"/>	
<input type="checkbox"/>	AV04 Overhead Projector 400 Watt_____	Fixed <input type="checkbox"/> Pool <input type="checkbox"/>	
<input type="checkbox"/>	AV05 Wall mounting (slide projector)_____		
<input type="checkbox"/>	AV06 35mm projector_____	Fixed <input type="checkbox"/> Pool <input type="checkbox"/>	
<input type="checkbox"/>	AV07 Control equipment_____		
<input type="checkbox"/>	AV08 Multiprojection control equipment_____		
<input type="checkbox"/>	AV09 Video Camera_____		
<input type="checkbox"/>	AV10 Overhead camera (Visualiser)_____		
<input type="checkbox"/>	AV11 VCR / Player State type SVHS Umatic etc._____		
<input type="checkbox"/>	AV12 Vision Mixer_____		
<input type="checkbox"/>	AV13 Video Projector_____		
<input type="checkbox"/>	AV14 Video/Data Projector LCD_____		
<input type="checkbox"/>	AV15 Video / Data Projector CRT_____		
<input type="checkbox"/>	AV16 Video / Projector Hoist_____		
<input type="checkbox"/>	AV17 Security Cabinet_____		
<input type="checkbox"/>	AV18 Monitor (Wall mounting)_____		
<input type="checkbox"/>	AV19 Monitor (Ceiling Mounting)_____		
<input type="checkbox"/>	AV20 Projection Screen fixed_____		
<input type="checkbox"/>	AV21 Projection Screen Tilting_____		
<input type="checkbox"/>	AV22 Projection Screen Pelmet type_____		
<input type="checkbox"/>	AV23 Projection Screen (OHP) Swivel mount_____		
<input type="checkbox"/>	AV24 Writing surfaces Colour type_____	BLK <input type="checkbox"/> WH <input type="checkbox"/>	
<input type="checkbox"/>	AV25 Writing Surfaces Fixed_____		
<input type="checkbox"/>	AV26 Writing Surfaces Counterbalanced_____		
<input type="checkbox"/>	AV27 Board illumination_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	AV28 Switches Dimmer Controls_____		
<input type="checkbox"/>	AV29 Amplifier and Control Racks_____		
<input type="checkbox"/>	AV30 Audio System_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	AV31 Radio Microphone_____		
<input type="checkbox"/>	AV32 Microphone_____		
<input type="checkbox"/>	AV33 Speaker Enclosures (Wall Mounted)_____		
<input type="checkbox"/>	AV34 Speaker Enclosures(Ceiling Mounted)_____		
<input type="checkbox"/>	AV35 Data Socket (state type)_____		
<input type="checkbox"/>	AV36 240 Volt /AV/ Data outlets Combined (Wall mounted)_____		
<input type="checkbox"/>	AV37 240 Volt /AV/ Data outlets Combined (Floor box)_____		
<input type="checkbox"/>	AV38 240 Volt outlets (wall sockets)_____		
<input type="checkbox"/>	AV39 240 Volt outlets (floor box)_____		
<input type="checkbox"/>	AV40 AV control Socket (Floor Box)_____		
<input type="checkbox"/>	AV41 Data Socket (Wall)_____		
<input type="checkbox"/>	AV42 Data Socket (Floor Box)_____		
<input type="checkbox"/>	AV43 Dimmer Racks_____		
<input type="checkbox"/>	AV44 Lighting Tungsten 240 Volt (Dimmed)_____		
<input type="checkbox"/>	AV45 Lighting Tungsten Low Voltage (Dimmed)_____		
<input type="checkbox"/>	AV46 Lighting Fluorescent (Dimmed)_____		
<input type="checkbox"/>	AV47 Lighting Fluorescent (Fixed output)_____		
<input type="checkbox"/>	AV48 Telephone Bar 0 / 9 _____		
<input type="checkbox"/>	AV49 _____		
<input type="checkbox"/>	AV50 _____		

Media Services Specification Sheet for Planning

Equipment requirements	comments	Budget prices
AV51		
AV52		
AV53		
AV54		
AV55		
AV56		
AV57		
AV58		
AV59		
AV60		
AV61		
AV62		
AV63		
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AV90		
AV91		
AV92		
AV93		
AV94		
AV95		
AV96		
AV97		
AV98		
AV99		
AV100		

Media Services Specification Sheet for Planning

Detailed technical specification of all AV equipment including cost of item

Include costs for engineering work needed from an external supplier.
Include any costs from other sources per item.

AV Equipment

Cost in £

Media Services Specification Sheet for Planning

Security requirements for AV equipment

Contacts

Liaison officer Media Services

Telephone No

Location

Liaison Officer Planning

Telephone No

Location

Sign requirements

Communication requirements:-

Data Requirements:-

Comments

Media Services Specification Sheet for Planning

Security requirements for AV equipment

Contacts

Liaison officer Media Services

Telephone No

Location

Liaison Officer Planning

Telephone No

Location

Sign requirements

Communication requirements:-

Data Requirements:-

Comments

Media Services Specification Sheet for Planning

Preferred AV consultants / contractors

Address

Tel No

Fax No

Preferred Board / Screen contractors

Address

Tel No

Fax No

Comments

Media Services Specification Sheet for Planning

Additional Requirements

Cable requirements	From Device AV__	To Specify	Key to Cable type Draw here
Type			
Voltage			
Current			
No of cores			
No of Strands			
Special Features			
Nominal Dia			
Cable Termination			
Male Female			
Mounting			
Supplier Reference			

Cable requirements	From Device AV__	To Specify	Key to Cable type Draw here	
Type				
Voltage				
Current				
No of Cores				
No of Strands				
Special Features				
Nominal Dia				
Cable Termination				
Male Female				
Mounting				
Supplier Ref				
Number of power supplies, see plan				

Media Services Specification Sheet for Planning

Lecture theatre Definition

Main lecture theatre; Capacity 120-350. Over 350 TV enhancement

Notes:-

Lecture room; from 30-99:-

Notes.

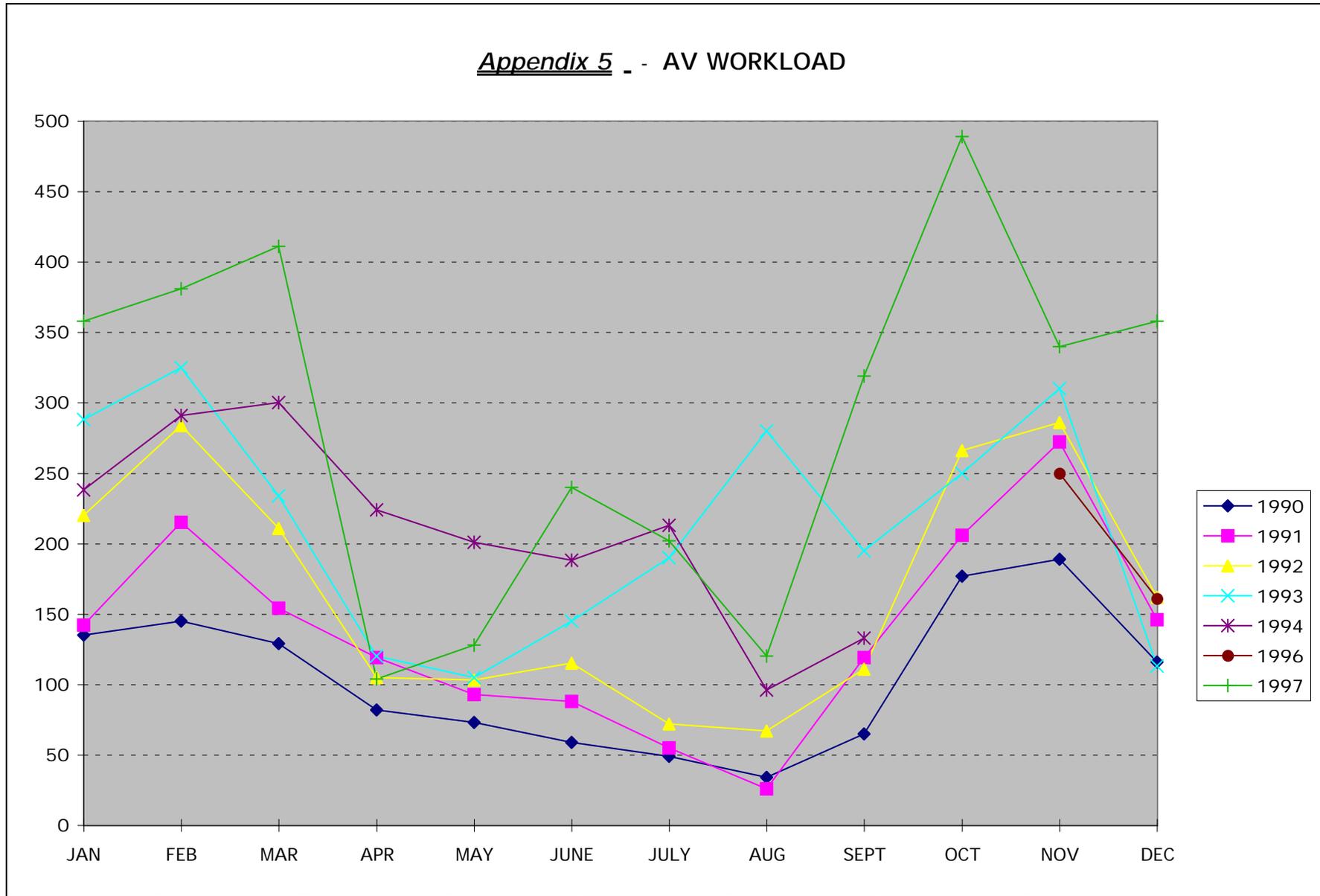
Seminar / small lecture room; Capacity 30-40 or less.

Notes.

Media Services Specification Sheet for Planning

AV numbers must be used from sheet AV5/6 to annotate any diagram that is drawn here.

Appendix 5 - AV WORKLOAD



Appendix 6

MEDIA SERVICES

Presentation and communication skills course.

*Authors:- T. J. Storey, D. Bacon, R. Brown,
Manager, MSU. Course Leader. Course Assistant.*

This paper outlines the presentation and communication skills course and the resources required to run it as an integrated part of the educational process.

WHY DO WE NEED THIS COURSE?

The course was initiated by MSU seven years ago to highlight an obvious need, and to prove that the demand exists. This is proven and we now need to access the necessary funding to develop this service.

It can be reported that during this time, several departments have sought to enrol some of their under and post graduate students onto these courses, (see appendix one for list of departments). Where students take part the response is always favourable and questionnaires support this view.

QMW is noted as a centre of excellence. As an institution we do not offer presentation skill training as part of the formal teaching programme and is clearly detrimental to a student's future prospects.

At some stage during their time at QMW undergraduates will be called upon to present their work. Without special tuition, style and delivery will be variable to say the least. Post grads are called upon to deliver their work at seminars and conferences world wide; they need support more than most as they are effectively ambassadors of QMW.

The skills training we offer is essential not only here, but when they enter the commercial sector. It may mean the difference between securing a post, or later, funding for a research project. They will be expected to demonstrate at an interview, as a prospective employee, the ability to communicate effectively at all levels. These skills are essential tools in commerce and, we must prepare our students for the outside world.

We, as a college, will fail in our duty as educators if this skill training is not part of all degree courses. The accreditation procedures now give greater emphasis to presentation and the use of visual and multimedia based teaching methodologies.

The courses are undertaken by an existing member of MSU's staff who is qualified to teach this subject and has lectured part time for other institutions. To develop the service further, our learning resources officer now assists; he has eighteen years experience in developing teaching materials and presentation techniques. This has enabled the course leader to expand the content, but with limited resources and other pressing commitments we are having to analyse if this activity can continue.

CURRENT POSITION:

Since September we have delivered three courses for undergraduates and one for post graduates. From the enquiries received to date, it is clear that even on a voluntary basis the uptake would be significant if we were in a position to expand the programme.

Cont'd.....

THE COURSE:

When we started the courses, it comprised of just one session where the tutor gave a board brush introduction to the subject and then students were asked to present on a favourite topic which was videoed and a critique followed. This has now developed into two sessions and a more in depth approach together with course notes and tutorials for students who may have problems with preparation.

Unfortunately, even this does not go far enough and ideally longer appraisal sessions are required together with in depth training in the use of various presentation platforms.

CURRENT DEVELOPMENTS:

MSU is in the process of producing a multimedia self access CD that will augment the course. It will show all aspects of the course with full motion video and sound clips and multipath access that one would expect from a high quality educational product. These will be available to students that enrol for the course and can be accessed in computer services Mac Lab. Consideration is already being given to marketing this material once completed together with course notes.

The interactive programme will include topics already covered as revision material. In addition advanced presentation techniques will be dealt with that encourage students to use innovative techniques, once they are familiar with conventional technologies.

THE FUTURE:

MSU provides this service from its existing limited resources. Clearly if the courses are to be maintained funding levels need to be identified that will enable development to continue in a meaningful way.

These courses should be available to all departments not just the lucky few.

The following provides college with four option packages.

The college will have to determine how many students will need to attend these courses (numbers will affect budget requirements). If we offer the course at all, it should be available to all that register with the college.

COURSE DEVELOPMENT - UNDERGRADUATES

All undergraduate students that register should be required to enrol for these courses before they finish the degree course. This could be scheduled for any time within the three year period of their degree course and ideally would take place in the second or third years.

In the longer term, the presentation course should become an integral part of the degree, perhaps half a course unit may be appropriate.

COURSE DEVELOPMENT - POSTGRADUATES

All postgraduate students that register should undertake further training at an advanced level and the course would be developed specifically for this group. This may include separate elements on slide design and practical advice on both hardware and software difficulties that may be experienced. As well as the use of multimedia platforms and how these can be integrated with other conventional presentation methods. In addition, course content could be extended to include interview techniques and CV compilation etc.

Ideally refresher courses would be run throughout their three year PhD period to hone the skills developed over a five year period which commenced with the undergraduate basic course.

In broad terms the course can start with basic funding and be developed in line with the first students to pass through the system to PhD level. Funding must be available year on year.

COURSE DEVELOPMENT - ACADEMIC STAFF:

Furthermore, one can see the possibility of extending this to in house training for Academic staff, this will keep them abreast of the latest techniques. Sessions to help staff to develop their skills for TV/Radio interviews etc., could be an on demand service.

To note that MSU has already moved in this direction and purchased a training video (May 96) from the BBC "Appearing on Camera". This is available now to departments on a loan basis. Its a first step with limited budgets but it demonstrates our commitment to moving this forward. Departments are to be circulated shortly.

COMMERCIAL IMPLICATIONS:

If we were to set up a special training section within MSU then the commercial potential for revenue generation should not be overlooked. Significant charges can be made for specialised courses and being close to Docklands and the City would open up a significant commercial market. The spin offs could also prove valuable as along side these activities we could sell other MSU services which would help to support internal services MSU provides.

In addition, CCRS may benefit directly if commercial companies use our training services.

OPTIONS

Option I

That MSU ceases the courses at the end of this academic year.

Advantages: No cost option.

Disadvantages: Students leave the college without any form of presentation skill. QMW's reputation suffers.

Resource requirements: None

Option II

(This option is a lower specification than courses currently being delivered.)

That MSU provides a limited number of courses depending on MSU's other commitments. Clearly this would not provide a service to more than two departments in any one academic year.

Requirements; minimal additional funding to cover costs of photocopying and stationery. £100.

Advantages: Minimal cost

Disadvantages: Low key with minimal value. Follow up courses not available. Students would not have time to assimilate or practice what they have been taught. Will put unreasonable stress on staff and reduce their effectiveness. Service provision in other areas of MSU will be degraded as a result of a dual role, the course will also suffer.

Resource requirements: Limited to above.

Option III

This option assumes that all 2,350 students in their second / third year would be expected to attend the course. This could also include circa 15% of the postgrad population in the first and second years of operation. After this, how the remainder were phased into the scheme would need careful consideration. Additional resource will be essential.

Advantages: Students will have good basic presentation skills and would perform well at interview for jobs in the commercial or academic sector.

QMW's reputation would be enhanced especially during accreditation periods.

Present students would recommend QMW to potential students.

Disadvantages: Cost .

Resource requirements: 1)Two full time posts (replacement ††,cost at technician grade.)

this

2)Dedicated training room, it may be possible to incorporate into the feasibility study for MSU's new studio complex.

3)Dedicated AV equipment permanently installed.

4)Dedicated budget.

Cost implications: costs

One Grade D Technician **£16,509** inclusive of all hidden added to basic salary @ 21.7%

costs

One Grade E Technician **£19,785** inclusive of all hidden to basic salary @ 21.7%

hrs

Administrative and secretarial support one day per week 8 per day £12612 pa.inc LW +(21.7% hidden costs) @

£7.50

Per hr. Pro rata 42 Wks pa **£2,880**

NB these are total costs to college not the salary to the employee. All salaries calculated at lowest point on scale.

Additional equipment to augment existing pool.

One portable video projector.
 One lap top computer plus additional cards for image applications.
 Consumable budget **£1100 pa**
 Equipment budget **£18K** first year only and if required thereafter by
 bid application via MSU in the normal way.

N.B. Until a permanent home is found for the training section centrally tabled rooms will suffice and MSU's pool equipment installed when required.

Option IV

As above this option assumes that all 2,350 undergraduate students attend, but in addition all 1,666 postgraduates will also be put through the system.

Advantages: As above but in addition the colleges image would be significantly improved at conferences at home and abroad. The use of IT solutions in presentations would become the norm.
 Short commercial courses could be provided.
 External funding supports internal service and pays circa 20% of salary costs in first year. Second years external earnings would support 35-40% of salary costs.
 Third years external earnings would support up to 70% of salary costs.
 Fourth years external earnings would support up to 100% of salary costs.
 Fifth year would see significant returns and may need additional staff depending on commercial activity. In any case further developments should be fully self financing from the start.
 Sixth and subsequent years would see more commercial work undertaken with substantial returns on investment.

Disadvantages: Highest cost option

Resource requirements:

- 1) Two full time posts plus one** part time for 2 days per week.
- 2) Dedicated training room, it may be possible to incorporate this into the feasibility study for MSU new studio complex.
- 3) Dedicated AV equipment permanently installed.
- 4) Dedicated budget.

as members ** Only a part time member of staff would be required for Postgrad teaching some preparation / teaching could be undertaken by the permanent of staff. Therefore a third full time post is not required.

Cost implications: One Grade D Technician **£16,509** inclusive of all hidden costs added to basic salary @ 21.7%
 One Grade E Technician **£19,785** inclusive of all hidden costs added to basic salary @ 21.7%

One Grade 1 Academically related 2 days per week (8 Hrs per day) for 42 weeks £19557.78 pa. Pro rata =£11.64 per Hr or **£7822**
 New post administrative and secretarial support 5 hrs per day two days per week secretarial grade 2 £12612 inc LW +(21.7% hidden costs) @ £7.50p
 Per hr. Pro rata 42 Wks pa = **£3150.**
 NB these are total costs to college not salary to the employee.
 Consumable budget £1500 pa
 Equipment budget £18K first year only and if required thereafter by bid application via MSU in the normal way.

ALL SALARY COSTS CALCULATED TO FIRST POINT ON SCALE

Additional equipment to augment existing pool.
 One portable video projector.
 One lap top computer plus additional cards for image applications.
 Circa £18K.

Staffing ††

Proposed, if funding is approved that existing staff currently providing the service continue in this role. That we recruit one new photographer grade D to replace the course leader who is currently Grade E. In addition we recruit a Multimedia Technician grade E, to replace learning resources officer currently grade F. (he will still oversee Multimedia production and the AV sections work).

This is a saving in real terms as presently both of the above staff are grade E & F. This does not take into account that probably within a year both will apply for regrading to an academically related scale. Effectively it is a cheaper option than recruiting externally at lecturer grade to attract the right calibre of staff.

Existing staff have proved their commitment to this project and have the expertise and educational background to continue with, and develop what they have worked hard to establish.

Conclusion

Proposed: that all departments are initially top sliced for this service for salaries and other costs. That a deadline be imposed when this service section of MSU would become totally self financing.(see option iv page 5)

Option four provides a solid foundation on which to build a presentation course at minimal cost compared to the envisaged returns in the long term.

Option three and four are cost effective when set against a background of accreditation and the growing emphasis on the utilisation of AV technologies in teaching undergraduates.

Significant financial benefits from external sales of these courses and all MSU's products will be a real possibility, given the correct level of investment. This has been proved with our work to date.

It will encourage academic staff to use new technology as students demand higher standards.

It will enable college to raise its profile and as a consequence enable higher calibre students to be recruited.

It is also compatible with the colleges **strategic planning and policy statement** that innovative teaching methodologies should be taken on board.

Cont'd.....

-7-

Appendix one

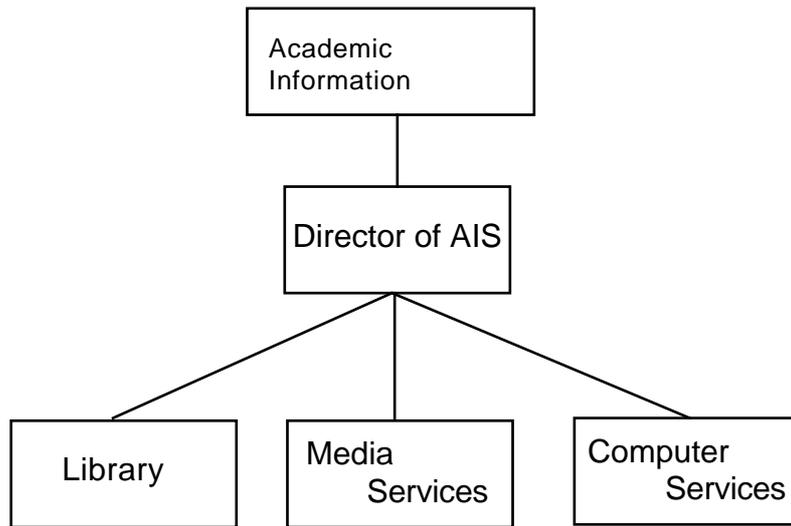
The following departments have taken advantage of these course and to date students have reported favourably on course content.

Survey sheets are available if required as supporting evidence .

Departments regularly using the service during the last six years.

Materials Science
IRC
Mechanical Engineering
Politics (includes students from various departments)

Academic Information Services



Appendix 9b

Audio Visual Services.

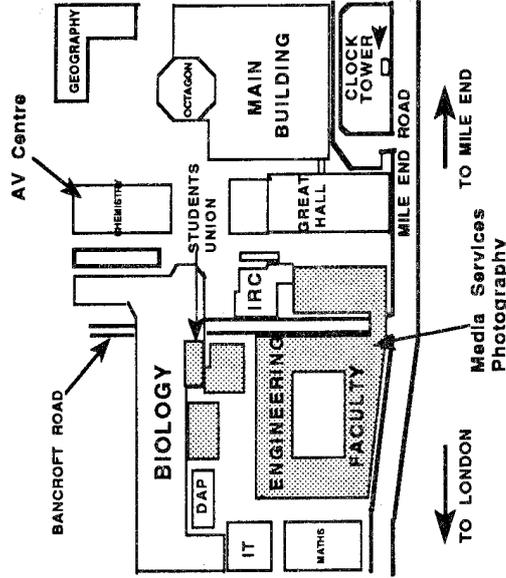
- Projection equipment including video/data installation & servicing. Your own departmental equipment can be services free; the only cost would be for consumables - ask for details.
- Technical support.
- Presentation training for undergraduates.
- Video editing, VHS.
- Video duplication, VHS (see latest copyright regulations).
- Off air recordings TV & Radio (see latest circulated information available from MSU or Library).
- Video production; upgraded to highband SPumatic and includes full edit suite.
- Conferences can be televised and distributed to lecture theatres across the campus.
- Multiple projection techniques.
- Language laboratory technical support.

N.B. ALL AV SERVICES ARE FREE UNLESS CONSUMABLES HAVE TO BE SUPPLIED e.g. VIDEO TAPE. TECHNICIANS TIME IS ALSO FREE DURING NORMAL COLLEGE HOURS 9.00 - 5.30, OUTSIDE THESE TIMES OVERTIME WORKED BY AV STAFF WILL BE PAID FOR BY THE DEPARTMENT REQUESTING THE WORK, AT THE NORMAL COLLEGE RATE.

In order to provide a cost effective and balanced service to all departments, five days notice is required for all AV services. This also applies to photography, but special arrangements can be made in an emergency.

PLEASE NOTE THAT ALL AREAS ARE CURRENTLY UNDER SEVERE PRESSURE

LOCATION OF MEDIA SERVICES



TO OBTAIN SERVICES PLEASE CONTACT THE FOLLOWING.

Photography

Mr R Crundwell Ext 3352
Mr D Bacon Ext 3352

AVS (between Biology & Chemistry)

Mr I Gates Ext 3190
Mr M Selwood Metcalf Ext 3190
Mr A Andreou Ext 3190

(In an emergency Mr Gates can be contacted via his radiopager Tel No: 081 812 1358).

Manager Mr T Storey Ext 3046
Secretary/Admin. Mrs C King Ext 3046

All services marked '●' call AVS

All services marked '■' call Photography

Is your department publishing or presenting its research, activities to other professional bodies - the answer has to be YES.

Then why not let MSU photographers record the work you so painstakingly undertake perhaps over a period of years. When you consider the costs involved in your research, photography of the final results is a very small proportion of the overall costs.

This is particularly true when you consider that all you pay for is the cost of materials, technician time is free.

This list is not exhaustive, but is intended as a guide. Our services can be tailored to your needs and offers a level of flexibility that is unequalled in price or delivery. Our scientific applications specialists can, and have been, very helpful in all spheres of research from Schlieren applications, high speed photography, time lapse and specialised camera design.

Teaching support material can be rapidly and professionally supplied from 35mm colour and blue line slides + computer graphics to overhead projection transparencies and large poster displays.