In Fall 2011, the Office of Faculty Development and Academic Support (OFDAS) organized focus groups of Mānoa faculty to brainstorm the kinds of spaces and features that would facilitate engaged, rigorous, and innovative sets of teaching practices and learning outcomes. Common thematics and innovative insights were collated to guide the development of the Sakamaki Innovation Zone (SIZ). Design and pedagogical challenges involved aligned design with agile teaching practices. Since its Spring 2014 opening, responses of prior colleagues and students in SIZ have impacted on the arrangement of furniture and equipment in the three spaces, and have generated the guidelines you find here. Please respect the grounded considerations that have gone into what follows.

Mahalo!

---

### Collegial Behavior in the Zone

- No eating or drinking in the Zone!
- Upon entry, please remove shoes outside
- Rubbish cans are located outside the rooms so that no trash enters or remains in the classroom.

Based on experiences by faculty who beta-tested The Zone in past semesters:

- These rooms change the dynamics of students and faculty and as a result, students may stay after class to talk to you and to others. This caused problems for the next faculty entering to prepare to start their class. Be thoughtful of one another, exit by halfway through the gap time by moving conversations to the courtyard.
- Cleaning writing surfaces well for the next person is your kuleana, so please remove the residue left by you and your students’ writing. Faculty and students ahead of you will be doing the same on your behalf. Students can and do assist in the cleaning of the writing surfaces in The Zone.

### Windows

- If any window is open, the air conditioning shuts off. The AC will not turn back on until all windows are closed.
- Make sure all windows are secured before leaving class, even if you didn’t open them.

### Doors

- At the end of class, verify all students are out of the room before securing door.
- Do not let students for the next class enter. Their own instructor will do so.

### Key Cards

- Key cards are distributed by CTE staff.
- Do not share keycards with anyone.
- A system tracks entry dates and times of each key card.

### Writing Areas (3)

1. Sliding glass surfaces along windows
2. White walls specially treated to accept white board markers
3. White boards on backside of credenza monitors

### Dry-erase Markers and Clean Up

- Supplies are stored on or in the credenza. Check slide-out shelf or inside lower credenza cabinet, on the HDTV side.
- Use only dry erase markers—they are provided. Let CTE know if they become dried out.
- Use erasers for light clean up only—do not use spray cleaner with erasers.
- Clean up at end of class with spray cleaner and microfiber cloths provided.
- Wall writing requires end of class clean up with spray and micro cloths.
- Clipboards are stored in credenza for use by students to support writing without tables.

For your own use, you may purchase from Amazon for about $9 whiteboard markers* recommended by faculty who found that green, orange, blue and black work best.

*Board Master Whiteboard Markers, Chisel Point, 5-Pack, Assorted Colors
## Technology

### Media Credenza
- Remote control for the TV is attached to right side of credenza with Velcro.
- VGA cable with audio and HDMI cable are provided beneath slide out shelf for laptop connection.
- Use the remote control INPUT button to select between HDMI (INPUT 1) and VGA (PC IN) cables.
- Laptop resolution should not exceed 1920 x 1080 (HDTV does not support higher resolutions).
- If computer display appears cut off, use remote control’s “View Mode” button to set selection to “Dot by Dot.”

### Electrical Outlets
- Electrical wall outlets can be used by faculty and students.
- Media credenza has four outlets below slide out shelf on the HDTV side.
- Floor boxes with electrical outlets are scattered around the room. If students use these outlets, caution them to be mindful of cords and unclosed outlet covers as tripping hazards.

### Data Projector (D102, D103 only)
- Remote control for the data projector located in a basket below the projection screen switch.
- VGA cable with audio and HDMI cable is located in corner of room to for laptop connections. Please coil and return cable.
- If you do not see your device’s display projected, even after you’ve attached the proper cable or enabled AirPlay, please check that the correct input source is in use. Press the SOURCE button on the remote to switch inputs.
- Adapters to VGA or HDMI cables available through CTE, maximum 24-hour checkout.

### AppleTV & AirPlay
An AppleTV has been installed for Mac, iPad, iPhone, or Windows users with compatible apps (like Air Parrot app, $10) to connect wirelessly through AirPlay.
- D102 Airplay Password is: zoot1439
- D103 Airplay Password is: arco8079

### Interactive Display (D101 only)
- HDMI cable is available to connect your laptop.
- Select an INPUT on the display’s touch screen (HDMI 1 or 2, mirror, or Eshare). Note: There are multiple ways to “mirror” a screen from a mobile device or laptop. Follow on-screen prompts for instructions.
- Adapters to HDMI cables are available through CTE for a maximum 24-hour checkout.
- Do not use the interactive board as a white board.
- We recommend use of the stylus to limit the presence of finger prints and smudges that can accumulate on the screen. Please place stylus back onto magnetic tray on the bottom-front of the display’s frame.
- Touch screen can be used while wearing plastic, latex, or vinyl gloves.
- A PC is provided in the room at the base of the interactive display cart.

### Information and Help
For all other inquiries, please contact the Center for Teaching Excellence (CTE) or the Office of Faculty Development and Academic Support:

**CTE**
- cte@hawaii.edu
- 956-6978
- Kuykendall 107

**OFDAS**
- ofdas@hawaii.edu
- 956-9567
- Kuykendall 107
Room D101
Capacity: 30-35
COVID capacity: 13

Room D102
Capacity: 15-18
COVID capacity: 11

Room D103
Capacity: 20-24
COVID capacity: 7