

**PATRICK HENRY COMMUNITY COLLEGE
EMPLOYEE DEVELOPMENT COMMITTEE MINUTES**

March 29, 2005

12:30 p.m.

The Employee Development/Best Practices Streaming Audio & Video Seminar was called to order by Jo Ann Armstrong. The meeting was held in West Hall Room 229. Lunch was provided by Jo Ann.

The following faculty and staff were present: David Dillard, Facilitator, Ed McGee, Facilitator, Jo Ann Armstrong, Chair, Aileen Martin, Secretary, Phyllis Fleming, Gayle Kiger, Trish Hairston, Brenda Sigmon, Gloria Johnson, Bobbie Whitlow, Donna Hodges, Scott Guebert, Diane Puckett, Linda Gale, Sharon Gilbert, Shannon Francisco-King, Eric Arrington, Susan Shively, Frances Moore, Mary Moyer-Redd, Maureen Norman, Angela H. Niblett, Carolyn Byrd, Gerry Bannan, Sabena Carter, Bronte Allen, Jason Lachowicz, Michelle Zollars, and Marti Robertson.

MULTI-MEDIA OFFERING SYSTEM

David stated that they intend to put a multi-media offering system in the library out in the open area downstairs so that it will be available for faculty, staff, and students. If there is a problem with people other than faculty and staff and students using it, other provisions will have to be made to prevent that because this equipment is very expensive.

Ed will talk about Best Practices when it comes to acquisitions and pictures and acquisitions of videos. He will do a brief demonstration on the editing system that will be available in the library.

David stated that they have purchased two new digital cameras. The new unit records the media on a flash card or memory card and you do not have to take it out, it stays in the camera. You can use double A's with it as well as rechargeables. The user's manual will be included with the camera when it is checked out to the individual. If necessary, David will work with you one on one. The new camera is a 5.1 mega pixel camera. You need to keep in mind that 5.1 mega pixel is for a near analogue picture that you take with a 35 millimeter. You can reproduce an 8 x 10 with it and it will look as good as a 35 millimeter. The higher the mega pixel the larger the picture you can take and still keep the same resolution as an analogue camera or a 35 millimeter. If you want larger photos or want to send it to someone in email, 5.1 mega pixels is a bit too much unless you intend for the person you are sending it to print out an 8 x 10 photo. If it will be stored on a computer, or used for a slide show, a lower resolution should be used. The reason being if you are sending a lot of pictures and using a higher setting, it may not go through some email systems because it will not allow you to send or receive very large files. The pictures should be taken depending on the intended use. To get the pictures from your camera to your computer is very easy but you have to be patient. The cord that is connected to the USB that is needed for getting the pictures from the camera to the

computer will be loaned out along with the camera. This cord has to stay with the camera. It will not work with anything else. It is not a good idea to use the software that they send you, Microsoft has the drivers to download, a lot of times they give you a lot of extra stuff. Ed shared that as soon as you plug it in, you will recognize it as a separate drive. With XP if you are still using 98 at home then you will need additional software. It may take a while for it to be recognized and it will ask you what you want to do with it.

MINI DVD CAMERAS

David stated that they also have two mini DVD cameras. One of the mini cameras was recently purchased. The type of cassettes that the camera uses is the best consumer acquisition that you can buy. Prosumer or professional are digital data and is very expensive. The camera recently purchased cost only about four or five hundred dollars. After checking the camera out from the Library, you will be able to take it from this format and put it on VHS, and from VHS you will be able to put it on DVD. David stated that this camera would be good for those who have home movies on VHS and wanted to make a DVD. Ed reported that this camera has a higher resolution than the large camera that they had several years ago. David reported that this camera has a viewfinder as well as an LCD screen. If you are using this camera and running off battery power and you use the large screen it will use the battery up a lot quicker. If you need to shoot something and you are not sure how long it is, you will want to use the small viewfinder so you do not use all the battery. If you leave the viewfinder in it looks like it is out of focus, but if you pull the viewfinder out so that it comes out to the edge of the battery, it gets in focus. If you are shooting a video and want a quality picture, use a tripod. David demonstrated how to load the tape in the camera. The tape loads from the bottom. He stated that it is a very delicate piece of property, if it does not fit, do not force it to fit, if it is damaged, it is very expensive to fix because the parts are so small. The tape drops in easily and it only goes in one way. On the side of the camera, it has instructions to push and you let it load and then close the door. You have to take the foot off before you load the camera and then put the foot back on. There is also a lock for it. When you are shooting, it is best to shoot from the tripod. The tripod is designed so that the feet of it can be drawn in if space is limited. It is best to use a tripod to have a steady surface because the camera picks up your heartbeat if you are holding it with your hand. A battery life of these cameras last about 45 minutes, but as it gets used overtime, the life of the battery gets shorter and shorter. There is a power cord that comes with it and if you are shooting a special occasion, such as a graduation, etc., it is best to use an outlet because the battery might go out.

David also reported that they now have a DVD duplicator. David informed faculty that if they have something that they want to give students, audio visual will supply the DVD's. Two things that should be remembered, there are different types of DVD's. There are DVD dashes and DVD pluses. If you want to go from VHF to DVD you will see it, it will say DVD minus and they call it dash. If you want to make multiple copies you will use the DVD plus. However, once you finalize it and you do not intend to put anything else on it, it will be a read-only video; you can transfer it to DVD. You can also read it in any box after it has been finalized.

VIDEO ACQUISITION AND PICTURES

David stated that when taking pictures, you should never take a picture of someone with the sunlight behind them because the picture would not be clear. This goes for videos and well as with cameras. If you can't help this and you have to take a picture of someone with the sunlight behind them, you should use an "F" stop and this is explained in the manual that will be checked out at the same time the camera is checked out. David also shared that this information can be obtained at Howthingswork.com.

TAKING BETTER PICTURES

Ed gave important tips on how to take better pictures. As for communication and presentations, more and more we are using visual imagery for communication especially in education. Ed stated that he would be happy to come to classes to do demonstrations. Ed shared different pictures taken at different angles, some were too light and the angles of some pictures were not centered. If pictures are taken properly, the subject can appear too large or too small. When the sunlight from outside interferes with the pictures being taken, it is called a lens flare. Another important tip that Ed gave that should be considered when taking pictures is to be aware of your background. The camera presents things as two dimensional; our eyes see things as three dimensional. The background lines can be distracting, for example, the background lines of bricks on walls. A lot of images can cloud the story that you are trying to tell. If you have lines in your pictures and they are pointing to the wrong thing, it can cause your brain to perceive that it has a certain extra level of importance, and if you have lines in your pictures and they are pointing to the wrong thing, it will cause the picture to look unbalanced. Natural light is brighter than florescent light. Natural light mixed with fluorescent light from within can cause the subject of a picture to look green. Fluorescent light will change the color on pictures. It is a good idea to avoid fluorescent light whenever you can. The good thing about digital cameras today is that they have LCD display so that you can look at the picture when you are done so you can be on the lookout for that type of color change.

David emphasized that they do not intend to check their equipment out to students, but instructors. If a student is sent and they say they are there to check out a camera, they need a verbal confirmation from the instructor and the cameras will not be checked out without verbal confirmation. He will call the instructor and let him or her know that the equipment is being checked out in their name.

After a brief question and answer session, the meeting was adjourned.

Respectfully submitted by

Aileen Martin
Secretary

