QCC COMMITTEE on COMPUTER RESOURCES

An Academic Senate Standing Committee

Minutes

Meeting of February 4, 2003 in   M 401 at 3pm

Attending: Philip Pecorino, Patrick Wallach, Sandra Marcus, Anthony Kolios, Bob Rogers, George Sherman , Bruce Naples , Dwight Meyer
Absent: Robert Kueper

1. **The Agenda was accepted.**

2. **The committee approved the Minutes of Previous Meeting: January 16, 2003**

3. **Chairperson's Report**

   - **Bylaws Committee revision of the CCR charge**
   - **Response to requests for information and reports: IT, ACC, ADA**
   - **QCC Website Committee: Susan Curtis, chairperson**
   - **Communications received**
        BB Server Problem on Weekends
        50 machines in Library for Testing

4. **Information on how to get software and hardware**

   This was discussed and the committee will include a report on what to do and whom to contact in the next newsletter. The information will also be placed somewhere on the QCC Website. It will include a listing of the software for which QCC has site licenses and a link to the CUNY listing.

   Software: A contact in the ACC will be named who will make appointments for installations or referrals to CUNY if needed
   Hardware for faculty and staff: It is best to have a Department Chairperson make contact with IT who will do the best they can on a first come first served basis using available equipment
   Faculty who need a specific configuration should contact IT directly.

   Computer Facilities and Classrooms: Chairpersons work with the office of Finance and Administration in relation to the Technology Plan and the Student Technology Fee Plan

   ACC is available for faculty to use its resources Monday through Saturday. It also loans laptops, if available, to faculty for specific purposes for very short terms (days).

5. **Reports from IT Director**
   i. **The extension of the Wireless campus continues. The "C" Building and the ISSC and the Medical Arts Building (4th**

floor) now have wireless access points (hubs). Further extension of the wireless system awaits funding for additional hubs from the Student Technology Fee from spring registration.

ii. Student Academic Advisement Program has been successfully piloted in the Web Registration Area. It should be made available through the website in February.

iii. IT has provided upgrades to almost all faculty machines. The Business Department is the next scheduled for upgrading.

6. ACC Report
   - A new Webmaster has been appointed: David Moretti
   - The website is being studied for redesign
   - 2 smart rooms are in operation and now have swipe locks
   - 2 storage rooms for smart carts have been created in the Humanities Building
   - Survey of smart room and smart cart users was conducted

7. Review of actions related to creation of a Distance Education Committee

   A meeting for all those interested in DE at QCC will be scheduled. A list of potential nominees for a subcommittee on Distance Education could be developed from those attending or interested.

8. Planning for the Next Newsletter or email Advisories: The chairperson will gather and draft material for the next newsletter and present it to Tony Kolios.

9. Bob Rogers will consider meeting with the Office of Finance and Administration to review how it is preparing to implement the Senate Policy on upgrading of all computer hardware and software at regular intervals. The committee will attempt to get a response to an approach that would involve the college providing access to networks and the users having their own laptop or notebook computers.

   One suggestion for faculty computers is to provide each faculty member with a notebook computer equipped for hard line and wireless connectivity to the QCC LAN. This would proceed in a phased in manner with 20-30% of the faculty receiving their computers each year. All faculty offices should have wireless access by 2005.

10. Tuesdays at 3pm will be used as regular meeting times when there is no meeting of the Academic Senate.

11. The Committee set the next meeting for February 25, 2003 at 3pm.