

QCC COMMITTEE on COMPUTER RESOURCES
An Academic Senate Standing Committee

Minutes

Meeting of January 16, 2003 in M 401 at 3pm

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

- 1. The Agenda was accepted.**
- 2. The committee approved the Minutes of Previous Meeting: Nov. 21, 2002**
- 3. Chairperson's Report**
 - Responses to email balloting
 - Distance Education Committee
 - Academic Websites Policy Proposal
 - 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
 - Tom Smith – Request re: LB 14
 - Library- Report
 - Steering Committee – request to meet with the committee
- 4. Reports from IT Director**
 - a. The extension of the Wireless campus continues. All of the Humanities and Administration Buildings now have wireless access points (hubs).**
 - b. Master Room Reservation Program is in the final stages of testing.**
 - c. The Compass Testing Center is operating in the Library with 50 workstations.**
 - d. Admissions now has an application that has the ability to track transcripts**
 - e. Student Academic Advisement Program has been successfully piloted in the Web Registration Area. It should be made available through the website in February.**
 - f. IT is about to hire a Network Security Administrator**
- 5. Review of actions related to creation of a Distance Education Committee**

Chairperson will send out an invitation to those interested in DE to attend a meeting. Potential sub committee members may be identified at this meeting.

The chairperson will contact the QCC CUNY Online coordinator, Wolstan Brown, concerning this meeting.
- 6. Review of Steering Committees materials and recommendations and further discussion of matters for the 2002-2003 committee agenda.**

7. **Patrick Wallach will obtain information concerning the testing center inside of the library related to the use of its computers. What are the utilization rates, periods and purposes? If they are not being used for testing could they be used by students for other purposes?**
8. **Setting a calendar of activities to accomplish the agenda for 2002-2003**
9. **Planning for the Next Newsletter or email Advisories: The distribution of the next newsletter awaits a response from George Muchita and George Sherman to the previous requests for information.**
10. **The committee will review the QCC Technology Plan and the QCC Student Technology Fee Plan. It will request the following from the Office of Finance and Administration.**
 - i. **copy of each plan**
 - ii. **itemized listing of the amounts expended under the plan under the major categories of each plan**

The Committee will review the documents in order to discern what the operative priorities are at QCC.

11. **The committee is considering a request for the Office of Finance and Administration to indicate 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.

12. **Next Meeting: The chairperson will circulate an email with a grid for members to indicate their availability in the spring. Thursdays at 3pm will no longer be used as one member is teaching at that time.**
13. **The committee reviewed the QCC Website Committee Proposed Policies and Procedures and expressed many concerns and criticism. These will be communicated to the Chair of the QCC Website Committee, Susan Curtis at a meeting to be arranged by the chairperson. Bruce Naples is to be invited to that meeting.**

Particularly disturbing were procedures that were impossible to be carried out, wording that was not clear, policies that restricted academic freedom or violated governance.

Most clear was the need to exclude distance education procedures and policies from the website policies and procedures.

- 14. The Committee is gathering information in order to prepare a major report for May of 2003 on the status of Computer Resources at QCC.**
 - a. The present state**
 - b. The current needs**
 - c. Current problems -specific**
 - d. Problems in planning**
 - e. Recommendations**