

QCC Academic Senate

COMPUTER RESOURCES COMMITTEE

Tentative Agenda for Next Meeting

April 25, 2012

1. Review minutes from the last meeting
2. Brief reminder of committee members' individual projects; deadline 6/15/12
 - A. G. Michael Guy
 1. Initiate creation of web-based form to facilitate faculty registration of technology problems, needs, and feedback; IT – CRM system's ticketing
 2. Create instructions/list of suggestions for faculty on what to put on their personal college web pages, as well as design templates
 - B. Tina Bayer
 1. Create technology resource lists, i.e., lists of smart classrooms and lite smart rooms
 2. Create instructions on how to reserve mobile podia for classrooms
 3. Pass on nursing ballot template to Amy Traver
 - C. Amy Traver
 1. Track down missing agendas, minutes, and annual reports
 2. Update committee web page(s)
 3. Request annual IT assessment from George Sherman
 4. Review committee charges & bylaws; compare to web content
 - D. Nidhi Gadura
 1. Pursue possibility of a faculty tech grants program with CETL
 - E. Vazgen Shekoyan
 1. Compile resources to post on CRC Faculty Tech help webpage; a link to this webpage will be sent to faculty at the beginning of a semester
 - a. How to manage QCC Community Dialogue
 - b. Mobile phone access to email
 - c. Links to technology resource lists, etc. (Tina Bayer)
 - d. Attendance download instructions
 - F. Wendy Ford
 1. Create a list of and instructions for the software/resources available for faculty research
3. Review and Discuss Data Gathered to Inform Long-Range Technology Plan
 - A. Notes from meetings with Dr. Gilmar Visoni & Professor Jeanne Galvin
 - B. Notes from focus group with CLT's and meeting with Physics' CLT
 - C. Questions from 2010 Tech Survey

4. MISC