

# **QCC COMMITTEE on COMPUTER RESOURCES**

**An Academic Senate Standing Committee**

## **Minutes**

Meeting of October 24, 2011

**Chair: Amy Traver, Secretary: Nidhi Gadura**

Members Present: Amy Traver, Nidhi Gadura, Vazgen Shekoyan, Jeffrey Jia, Wendy Ford, Kathleen Kilcoyne, Tina Bayer, G Michael Guy. Absent: VP Sherri Newcomb.

Amy thanked the members for making the meeting possible and for their flexibility. Committee looked at the agenda, reviewed minutes of the last meeting and made the motion of accept the minutes from last meeting.

Amy mentioned that we are trying to get student members to join. Emily Tai has been reaching out to students to ask who wants to be part of the committee but we have not been able to get any students on board yet. We can have up to 3 students as part of the committee. Kathleen asked what the criteria is for the students to be part of the committee, Amy answered that students just have to be interested and be active participants. Kathleen agreed to reach out to students to recruit them to be part of the committee

Last year the committee was able to review tech plan survey findings and make suggestions.

Charges given by the Senate are in the second paragraph were agreed on by last meeting. Thanks to Michael, we encouraged to ask IT to forward the email to their smart phones. We sent out an email out to VP Hartigan who then sent it to the students and these little changes and information does make the difference.

Current Agenda was discussed:

1. It was agreed that we will reduce the number of meetings and rather do more work or accomplish tasks that we set in the agenda. We have no expiration date and each member should pick a project and try to manage on their own. Amy asked Jeff's help to manage the archives of the committee which could be cumbersome to gather minutes, agenda for the last 10 years. Constance Williams has all the paper based records for the committee and with the redesigned website. Amy suggested that the website should be as substantive as can be. Emily Tai has agreed to dig up all the old minutes and agenda that she can. Jeff asked what is involved in designing the webpage. Wendy said there might be a format for the agenda and template for minutes. Jeff mentioned that perhaps webpages are there already and we just have follow the format that already exists. Michael asked if there is another committee working on this already and all of us should look the same.

Nidhi mentioned that our committee's page will be part of the Senate committee folder on the QCC website.

- 2 Frustrations of faculty who need mobile media were discussed. Committee decided to meet with Bruce Naples and talk about what resources exist and make a list. Tina agreed to be responsible for this. All these instructions/info will go online.
- 3 Michael agreed to initiate creation of web-based form to facilitate faculty registration of technology problems, needs and feedback. He will create instructions/list of suggestions for faculty on what to put on their college webpages. He will also create a template for faculty for use in designing their personal college web pages.
- 4 Tina said we need more computers for online testing, need space in the testing center, Nursing Dept. is up for accreditation and wants to go for computerized testing. Students need to do testing all semester. There is a 40 computer lab in the department which is not sufficient. Michael suggested that acquiring more computers might be a departmental issue and not a college wide agenda.
- 5 Jeff mentioned that both desktops and laptops are always in short supply, particularly in the library, and students are always in line waiting to get on a computer. We should ask VP Ellen Hartigan to see if there is a common ground.
- 6 Assessing BB thru Mobile phones is important to a lot of people, Amy will follow through on this to see if we have up to date version to make this possible.
- 7 Amy and Jeff will be in charge of Archives, finding all the old meeting agendas and minutes and scan them on to the new webpage.
- 8 Pursuing a small grants program for faculty who needs small money to get started in using technology in their pedagogy is important. Nidhi agreed to pursue this small grant with Meg Tarafdar of CETL.
- 9 It was agreed by the committee that we should have a webpage that will have things like "How to manage Community dialogue" and keep it up to date with all the info and then we can just send the faculty a link to our webpage. Vazgen will manage suggestions to faculty and develop "helpful hints" email for faculty that can be emailed at the end or beginning of the semester
- 10 Committee members were not sure if it is our committee's charge to check the QCC website for testing web page updates or how that will be practical. We needed more clarification from Bruce Naples.
- 11 A few college committees are going to commission to have an iPad. Other committees like "Course and standing", "Admissions", WIC/WAD committees will really benefit from iPads as well.
- 12 Create ballot template who can vote who can't etc. what kept coming up is that does a template exist for committee meeting. Amy said she will follow up with Emily on whether there exists a template for committee meetings.
- 13 Create a list of instructions and software/resources for faculty research. Sara Marcus will be a good point person. What we have license for etc. Wendy

- agreed to that. She will make a list of resources and that will be up on our website.
- 14 Amy said she will be in touch with Mr. Sherman for IT assessment.
  - 15 Committee members should attend Security course and Website development course, as well as workshop on use of CUNY Commons.
  - 16 Jeff said he had a suggestion for the security course and it should be at two levels: beginner level and at intermediate level. Vazgen suggested that workshop announcements should highlight details for what will be discussed.
  - 17 We will meet sometime in December to check on progress on each project.

Meeting was adjourned at 2:55pm

Respectfully submitted,  
Nidhi Gadura  
Secretary