Senate Standing Committee on Computer Resources

Chair: Wendy Ford, Secretary: Nidhi Gadura

Wednesday December 4, 2012 Meeting started at 1pm

Members Present: Wendy Ford, , Nidhi Gadura, Amy Traver, Jeffrey Jia, Vazgen Shekoyan, Hamid Namdar. Wenli Guo, VP Sherri Newcomb

Members Absent: G Michael Guy

1. The minutes from the last meeting were reviewed and unanimously accepted by Committee members.
2. New members were welcomed and introduced.
3. Last year's Annual Report will be posted on the website and the members discussed that they will review it and discuss it at the next meeting.
4. Computer Resource Committee Guide was last updated in 2007 and needs to be reviewed. Hamid, Jeffrey, Wendy and Amy agreed to review it and suggest any updates by the next meeting
5. Wendy asked the committee members that as we set our goals for the year to pick a project that they can work on throughout the academic year.
6. Vazgen has been working on developing a set of technology resources for the QCC faculty that can be shared with everyone at the start of the semester. VP Newcomb suggested that he should get in touch with ACC and the Help Desk to understand what faculty needs/complaints are so that he can develop his resource list accordingly.
7. Amy agreed to creating a technology checklist for new faculty members. She will be in touch with the new CETL director regarding this matter.
8. VP Newcomb told that committee that new faculty ID cards will be issued like the student card. Students will be able to pay for their parking, printing services, cafeteria through this card.
9. Wendy asked the committee members to review the results of Office of Student Affairs study. VP Newcomb said she will follow up on this.
10. Committee also needs to review the 2010 Tech Plan Survey that was done under the direction of Edward Volchok. Amy added that our committee looked at the surveys casually but the questions need to be assessed again.
11. Amy (?) agreed to reach out to Liza Larios to consider drafting a confidentiality notice for course sites or email signatures.
12. VP Newcomb informed the committee that QCC is considering a CUNY email ID rather than campus specific email ID. This is a welcome change considering CUNYfirst system requirements.
13. Amy agreed to reach out to the faculty and Bruce Naples in ACC to create a list of software user groups.
14. CUNYfirst textbook info should be added by faculty but there is no functionality to that tab. The textbook information should be automatically to sent to the bookstore. Bookstore finds a lot of times wrong textbook

information is added so they have to do the quality control. VP Newcomb said that she will follow this up with Academic Affairs office.

15. Nidhi agreed to follow up on starting communication and creating structure to formalize the CLT representation on Computer Resource Committee, aim for a Spring 13 meeting of CLTs and institutionalize a process where CLTs are notified of any changes made to technology orders placed through ACC.
16. VP Newcomb shared that they always try to minimize disruptions caused by BB maintenance at the start and end of the semester but are not always successful.
17. Hamid will work on looking into ways of downloading rosters with student emails.
18. Jeffery will review IT and ACC technology course offerings to see if they meet faculty and staff needs of if they need to be reviewed. He will also check to see if more faculty are requesting and second level internet security course rather than just a basic level that is currently offered.

The meeting was adjourned at 2:15pm