1. The Minutes of Meeting March 20, 2002 were reviewed and approved.

2. The Chairperson made his report

   Materials sent to the administration and to the Academic Senate

3. The Director of IT made a brief report

   - Progress with student email system
   - Upgrades for the faculty and staff computers

4. The revision of the committee’s bylaw title and charge was once again postponed in order to give Vice President Robert Kahn more time to present whatever remarks he cares to make. It will be scheduled for a vote to send it to the Bylaws Committee at the next meeting.

5. The committee considered items for the next edition of the newsletter. It set a target date of April 30th for the issue to be distributed. Included in the next issue would be:

   - Reports from Directors of IT, ACC, Technology Plan
   - Story on the QCC anti-virus program: detection, removal and protection
   - Story on the coming QCC wireless environment and what is needed to prepare a notebook computer to connect to it.
   - Information on how to obtain software on site license and upgrades for current computers and programs

6. The committee began a review of the QCC website but adjourned to permit members to attend the Strategic Planning hearings and to see what new developments there are in the website over the next week.

7. The Committee set the Date, Time and Location for next meeting
   (Apr. 10, 2002 at 12:30 in M-401)