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QCC Academic Senate
COMPUTER RESOURCES COMMITTEE

ANNUAL REPORT

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To: Phyllis Pace, Secretary, Steering Committee, Academic Senate

From: Philip Pecorino, Chairperson

Date: October 2, 2003

Subject: Annual report of the Committee on Computer Resources for 2002/2003

Members:

Robert Kueper, Electrical and Computer Engineering Technology
Sandra Marcus, Library
Philip Pecorino, Social Sciences
Robert Rogers, Art and Photography
Patrick Wallach, Mathematics and Computer Sciences

Ex officio: George Sherman, Director, Office of Information Technology (IT)
Regular Guest: Bruce Naples, Director, Academic Computing Center (ACC)

The committee met ten times. As part of its regular agenda it receives reports from the Director of IT and from the Director of ACC whenever they are present. The committee thus receives some information concerning computer resources and their uses. Some of this was reported in the newsletter produced by the committee.
The committee also met with the QCC Website Committee several times to review policy and to view designs for the QCC website.

OIT REPORTS
George Sherman, Director, Office of Information Technology (OIT), attended the meeting regularly and made his reports which included the following:
- Infrastructure- maintenance and upgrading
- Infrastructure-security
- Wireless Network- expansion
- Major Administrative Programs- registration, advisement, Testing, Room Reservation, Purchasing, B&G orders

Specifics and comments on these matters will be part the Committee's comprehensive report on Computer Resources that is scheduled for the fall of 2003.

ACC REPORTS
Bruce Naples, Director of the Academic Computing Center (ACC), attended most meetings and made reports on the operations and services of the ACC which included information on:
- Smart Carts

- Smart Rooms
- Software access
- Expansion of ACC capacity
- Workshops
- Website development
- QCC Online

Specifics and comments on these matters will be part the Committee's comprehensive report on Computer Resources that is scheduled for the fall of 2003.

NEWSLETTER

Much of the Committee's work has been devoted to communications regarding technology on campus. This has primarily involved publishing a newsletter each semester. The newsletter was presented to the community in an email with a pdf file attached. Dissemination of information is now part of the committee charge. The committee produced two newsletters with the assistance of Anthny Kolios as the newsletter editor.

ADVISORY FUNCTION

At the suggestion of Bruce Naples the Committee voted in the spring of 2001 to serve as an advisory group to the Academic Computing Center; this role has not been actively set in motion.

COMMITTEE CHARGE

Pursuing a matter originating with the 2001-2002 committee, by way of a meeting and e-mail votes, the Committee decided to submit another proposal to change the charge of the Committee, the number of members and the name. After a few revisions the proposal was sent to the Committee on Bylaws and a revision of it was sent to the Academic Senate where the charge and size of the committee were changed.

EMAIL SYSTEM

The committee discussed the matter of the QCC Email system with regard to access to the EVERYONE distribution list. The committee was prepared to send a recommendation to the Senate but instead at the direction of the Steering Committee it sent a recommendation to the College Administration. This was reported to the Senate at its April Meeting at which President Eduardo Marti asked Vice President Howard Lapidus to prepare a response for the next senate meeting. There was no such response at the next meeting; however, there was a reformulation of the email system and the creation of the Community Dialogue Distribution list from which participants may withdraw by sending a request for such to IT. This was issued through a President's Office Policy Memorandum (II,1) communicated to everyone. The Committee is not pursuing this matter further.

CODE of USER RESPONSIBILITY

The Senate Steering Committee and Faculty Executive Committee and PSC Chapter engaged in communications concerning the revision and enforcement of this code. Some changes were made. The Committee will revisit it with regard to matters of Privacy and Academic Freedom. Under the present policies all use of college computers on campus and all email may be monitored by the College.

MAINTAINENCE and UPGRADING of COMPUTER RESOURCES

The committee took up the maintenance and upgrading of computer resources and sent a recommendation on a policy to the Academic Senate which was revised and then approved. The committee has attempted to monitor the implementation of this policy and will include its findings in its comprehensive report on Computer Resources that is scheduled for the fall of 2003. At this time the committee has learned that the College has decided to develop an implementation plan. This planning will be headed by the Office of Finance and Administration and involve the Technology Committee and the Student Technology Fee Committee and the Senate Committee on Computer Resources.

OBTAINING HARDWARE and SOFTWARE

The Committee researched and reported in its newsletter on the current procedures for Departments and Faculty obtaining hardware and software.

ACCESS to COMPUTER RESOURCES FOR PERSONS WITH SPECIAL NEEDS

The Committee has been examining the question of access for students and faculty with special needs and the compliance of the College with the ADA. Some progress has been made recently. The committee will make its findings known as part of its comprehensive report on Computer Resources that is scheduled for the fall of 2003.

ACADEMIC SENATE WEBSITE

The committee had been called upon by the Steering Committee to consider the Academic Senate website. The chairperson of the committee served as Liaison for a period of less than one year while the Steering Committee finds someone to serve as website liaison on a regular basis. The Steering Committee assumed the role of coordinator and there was a decision that no liaison was needed. The Senate committees were instructed to send their materials directly to the QCC Webmaster.

QCC WEBSITE

The committee examined the QCC website in order to serve as advisory to the QCC website Committee concerning the design and functioning of the website. The committee attended several meetings where designs and ideas were presented. The College is moving forward with the development and installation of a new website design and functions. There are several problems with the website being examined. The committee will make its findings known as part of its comprehensive report on Computer Resources that is scheduled for the fall of 2003.

QCC WEBSITE POLICY

The Committee reviewed several drafts of the QCC Website Committee concerning policy and procedures for the QCC Website. The committee conducted surveys and interviews with faculty and department chairpersons. The Committee was concerned that the policies should permit faculty and departments latitude to develop the best websites that suit their purposes. Suggestions for revision were made and a proposal was presented to the Academic Senate by both the Committee and the QCC Website Committee. The Academic Senate adopted the proposed policy. There is no prior review of materials to be placed on faculty websites

and departments are permitted to develop their own designs subject only to the technical restrictions of the QCC servers.

SAFETY and PROTECTION of RESOURCES from FIRE

The committee voted to send a memo to the Administration concerning Fire Prevention in QCC Computer Facilities. There has been no response to the committee as of September, 2003. It is believed that there is a lack of appropriate equipment and training to deal with fire in computer facilities and to safeguard computer resources as much as may be possible with trained QCC personnel taking immediate actions.

WEEKEND SUPPORT for ONLINE CLASSES

The committee voted to send a memo (April, 2002) to the Administration concerning support for Online Instruction over weekends. The committee was informed that there were to be no hardware solutions for this problem. Personnel from the ACC must monitor the servers on weekends and journey to campus to attend to them should anything go wrong. When the QCC Online classes migrate to the CUNY servers in Manhattan this problem may be solved or worsen.

LB-14
The committee recommended that the meeting room for the Academic Senate be equipped with a smart podium or other such measures as to support the presentation of information using the latest technologies. The recommendation was passed by the Academic Senate.
The College has determined and announced (Spring 2003 and September 2003 to the Senate) that such actions will take place along with similar installations in the large meeting rooms on campus such as Science Building, rooms 111 and 112. This is being funded through use of Student Technology Fee funds.

COMPUTER LABS / SMART ROOMS

The number, location and equipping of these facilities is being examined by the committee. The committee will make its findings known as part of its comprehensive report on Computer Resources that is scheduled for the fall of 2003.

COMMITTEE GUIDEBOOK

The committee chairperson has prepared a GUIDEBOOK for the committee as aid to new committee members. It was reviewed by the committee and email copies were sent to members and a copy was sent to the committee website to be made available to all new members.

REVIEW of TECHNOLOGY PLANS

The committee began examinations of both the QCC Technology "Plan" and the QCC Student Technology Fee plan. The committee will make its findings known as part of its comprehensive report on Computer Resources that is scheduled for the fall of 2003.
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DISTANCE EDUCATION

The last Middle States review recommended that there be a committee of faculty and administration involved with distance education. The Committee recommended that a Standing Committee of the Senate be created for this. The Steering Committee of the Senate advised the Committee to create a subcommittee to begin a study of this matter.

The Sub Committee was created. It consists of :
Azrak, Paul, Economics, Social Sciences
Darcy, Jean, English
Ellis, Lorena, Chair of Senate Committee on Curriculum, Foreign Languages
Meyer, Dwight H.; Biology
Naples, Bruce R.: ACC, ex officio, Administration
Pecorino, Philip; Chair of Senate Committee on Computer Resources, Philosophy, Social Sciences,
Treue, Jannette A.; Counselling
Villani, Kathleen; Business
Student member; with some DE experience, nominated by the Office of Student Affairs

CHARGE:

a.) to report and make recommendations to the Academic Senate on all matters related to Distance Education, in particular, concerning policies and procedures related to the development of, support for and offering of programs, degrees and classes,
b.) to prepare a report on what type of Distance Education Program , if any, would best serve the college and its mission, including:
- purpose(s)
- resources
- training program
- support services
- assessment

c.) to serve as an advisory body for all matters related to Distance Education,

COMMITTEE COMPOSITION

For 2003-2004 the Committee will have the following faculty members:

Kolios, A.	Business
Marcos, S.	Library
Pecorino, P. (chair)	Social Sciences
Rogers, R.	Art and Photography
Wallach, P.	Mathematics and Computer Science
Meyer, D.	Biology and Geology
Kueper, R.	ECET
Sherman, G.	OIT, Director, ex officio (Admin.)
Naples, B.	ACC Director, Guest
Golden , K.	Liaison/Com on Com

Philip Pecorino was reelected chairperson for the 2002-2003. He thanks all members of the committee for their efforts and support. Tony Kolios has served as co-editor of the newsletter.