QCC Academic Senate - Committee on Computer Resources   Agenda for Meeting on Feb 28, 2013

1. **Minutes** - Review minutes from the last meeting (previously distributed)
2. **New Topics**
    a. Blackboard Issues at Beginning of Semester; Guests: IT Representative, ACC Representative
    b. Student Printing Allotment; VP Sherri Newcomb
    c. Class Schedules; VP Sherri Newcomb
    d. Retiree Email Policy (previously distributed)
3. **Previously Discussed Topics**
    a. Annual Report
    b. Technology Grant Proposal; Nidhi
4. **Ongoing Activities**
    a. Computer Resources Committee's Committee Guide; Amy, Hamid, Jeff, Wendy
    b. Surveys
        i. Office of Student Affairs' study of tech/software on campus
        ii. 2010 Tech Plan Survey
    c. CUNY First
        i. Sherri
        ii. Consider providing the campus bookstore with access to the textbook adoption information that faculty post to the "textbook" tab in CUNY First's Faculty Center. This would streamline the process of faculty textbook ordering and compliance with federal law (Higher Education Opportunity Act).
        iii. Hamid - Create function whereby faculty can download course email rosters and/or listservers.
    d. Faculty & Technology
        i. Vazgen – Faculty Technology Resource Guide
            1. Develop a set of tech resources which could be shared with faculty at the beginning of each semester.
            2. May include: how to manage QCC Community Dialogue; how to use a mobile phone to access QCC email; links to relevant tech pages; how to download attendance rosters from CUNY First; **how to email students from CUNY First**; use of the CRM ticketing system to register technology problems; use of Blackboard 9.1, Blackboard Mobile; info about the student ID Card system
        ii. Amy – New Faculty Technology Checklist
    e. Email
        i. Amy
        ii. Verify that all general college email listserves (QCC Community Dialogue, ALLFaculty, etc.) have been reconfigured to accept only email from authenticated QCC users.
        iii. Confidentiality notice that faculty can include on course social networking sites and/or below their email signature.
        iv. Consider creation of research software user groups or listservs to support faculty research.
    f. CLTs
        i. Wendy
            1. Encourage CLT representation on the CRC (bring to the attention of the COC liaison).
            2. Institutionalize a process where CLTs are notified of any changes made to the technology orders that they place through ACC.
        ii. Nidhi - Institutionalize the meeting of CLTs, at least once a semester.
    g. Technology Course Offerings
        i. Jeffrey
        ii. Review all IT and ACC technology course offerings to ensure that they meet faculty and staff needs.
        iii. Consider having a campus conversation or colloquium about online technology. Perhaps partner with the eLearning Committee. Discuss recent trends in online education; online courses, etc.