

**QCC Academic Senate  
COMMITTEE on COMPUTER RESOURCES  
ANNUAL REPORT**

**To: Ken Pearl, Secretary, Steering Committee, Academic Senate**

**From: Patrick Wallach, Chairperson**

**Date: September 15, 2005**

**Subject: Annual report of the Committee on Computer Resources for 2004/2005**

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**Members:**

Anthony Kolios, Business  
Robert Kueper, Electrical and Computer Engineering Technology  
Martin Kutnowksi, Music  
Sandra Marcus, Library  
Dwight Meyer, Biology  
Robert Rogers, Art and Photography  
Patrick Wallach, Mathematics and Computer Sciences

**Steering Committee Liaison:**

Wendy Ford, Business

**Administrative Liaison:** George Sherman, Director, Office of Information Technology (IT)

**Regular Guest:** Bruce Naples, Director, Academic Computing Center (ACC)

The committee met seven 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 and by this means the committee thus receives information concerning computer resources and their uses. Members also bring computer-resource-related issues to meetings from their own individual responsibilities and college/CUNY experience. The committee also met with the QCC Website Committee as needed to review policy and to view designs for the QCC website.

**OIT REPORTS**

George Sherman, Director, Office of Information Technology (IT), attended the meeting regularly and made his reports which included the following:

- Infrastructure- maintenance and upgrading
- Infrastructure-security
- Wireless Network
- Development of software for registration, advisement, storage, spam blocking, probation, assessment
- Upgrading and development of the Tiger e-mail system
- Refurbishing and distribution of old computers

**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 for faculty and students
- Website development and analysis
- Blackboard usage and management
- Consideration of other course management systems
- Hiring of website personnel
- Consideration of e-portfolio packages

### **COMPREHENSIVE REPORT 2004**

The Committee's comprehensive report on Computer Resources was received by the Academic Senate in May of 2004. This report guided the committee with its work in the current year.

[http://www.qcc.cuny.edu/Governance/AcademicSenate/CCR/Docs/Report to Senate 3-24-04.pdf](http://www.qcc.cuny.edu/Governance/AcademicSenate/CCR/Docs/Report_to_Senate_3-24-04.pdf)

### **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.

### **E-MAIL SYSTEM**

The development of Tiger Mail for students was discussed regularly this year. The committee will continue to monitor and discuss the e-mail systems available to students and faculty. If the college requires use of the new e-mail system for students and continues to encourage use by faculty, the proper level of service needs to be provided and maintained. The Committee also discussed the need for e-mail etiquette on campus, to improve issues of functionality and safety. Spam remains a problem, although current safeguards seriously reduce to amount of spam reaching faculty and students.

### **ACCESS to COMPUTER RESOURCES FOR PERSONS WITH SPECIAL NEEDS**

The committee has continued to examine and discuss the question of access for students and faculty with special needs and the compliance of the College with the ADA.

### **QCC WEBSITE**

The new website was launched in the current year. The committee examined and discussed 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 meetings or discussed ideas with website committee members.

### **COMMITTEE GUIDEBOOK**

The former committee chairperson has updated the GUIDEBOOK for the committee as an aid to new committee members. It was reviewed by the committee and e-mail copies were sent to members and a copy was sent to the committee website to be made available to all new members.

[http://www.qcc.cuny.edu/Governance/AcademicSenate/CCR/Docs/CCR Committee Guidebook.pdf](http://www.qcc.cuny.edu/Governance/AcademicSenate/CCR/Docs/CCR_Committee_Guidebook.pdf)

### **PRINTING ISSUES**

It was reported that students are printing excessively in the library. This takes a toll on the printing equipment as well as the budgeted paper supply.

Although printing is funded by the Technology Fee, a better system should be considered. The committee discussed the reasons students print, pay-per-page printing solutions, and the role the faculty plays in directing student printing activities.

### **E-PORTFOLIO SYSTEM**

As the college considers e-portfolio systems for students, there are unresolved issues to consider. Would students be able to take their e-portfolios with them in any standard format (such as HTML) once they graduate? Would the students, or the college, have to pay the company in order to store and access the files? These issues will be considered by the committee in the future.

### **REVIEW of TECHNOLOGY PLAN**

Two members of the committee (Patrick Wallach and Anthony Kolios) served on the college's Technology Plan Committee and reported relevant information back to the committee.

### **TECHNICAL MATTERS**

The committee looked into the matter of the use of the network for audio video transmission to those who are in the HOMEBOUND program. There are unresolved issues that inhibit such a use so that there continues to be a need for the use of separate telephone lines for audio transmission. The Committee will continue to monitor the development of the network for instructional use and problems related to it and make appropriate recommendations.

### **WIRELESS NETWORK**

Usage of the wireless network was regularly discussed by the committee. As the use of the wireless network expands there may be a need to develop the capacity for an instructor to control the laptops in the classroom by means of a program such as NetOps. There are issues related to IP address that will need to be considered in any projects that expect to have such a capacity available.

The Committee will continue to monitor the development of the wireless network for instructional use and problems related to it and make appropriate recommendations. The CCR Administrative Liaison Report of 2005, submitted by George Sherman and Bruce Naples, includes that a "detailed study of the wireless network environment has been suggested for a fall 2005 CCR project".

### **STRATEGIC PLAN**

Previous concerns and recommendations by the committee have lead to the inclusion of the following item in the Strategic Plan for 2004-2005. It was included in the charge of the committee for 2004-2005 and will continue in 2005-2006.

1. The Office of Academic Affairs, in consultation with the Computer Resources Committee of the Academic Senate, will determine a process for studying the effectiveness of integrating technology into instruction.
2. Complete the project to make digitized reserve and AV materials available for wireless and off-campus accessibility.
3. Explore ways to utilize wireless technology infrastructure.

### **DISTANCE EDUCATION**

The last Middle States review recommended that there be a committee of faculty and administration involved with distance education. A distance education subcommittee was created during the 2003-2004 semester and released after presenting a report.

<http://www.qcc.cuny.edu/Governance/AcademicSenate/CCR/DESubComm/DEReportFinal-4-15-2004.pdf>

The Academic Senate then directed the Committee on Bylaws to prepare the proposal for the creation of a standing committee of the Academic Senate on Distance Education. The Academic Senate voted to create a Distance Education Committee in the spring of 2005.

Patrick Wallach will be serving on the Distance Education Committee during 2005-2006 and will relay committee discussions and considerations to this new committee.

### **COMMITTEE CHARGE 2005-2006**

The committee will continue with the same charge given during the 2004-2005 year:

- . Technology Plan:
    - monitor the development of the plan to insure that, among other things, it includes a plan to put all computers on a 4 or 5 year cycle for replacement, following the Academic Senate recommendation
  - . Student Technology Fee Plan
    - monitor the plan and its revisions and extensions
  - . Strategic Plan
    - “The Office of Academic Affairs, in consultation with the Computer Resources Committee of the Academic Senate, will determine a process for studying the effectiveness of integrating technology into instruction.”
  - . make suggestions and recommendations concerning:
    - information infrastructure
    - use of the ACC
    - greater use of wireless environment
    - greater use of email by students and faculty
    - security for infrastructure
    - security for faculty and student computers
    - distance education as needed
    - the College website
    - computer related issues in the CUNY Student Experience Survey
- [refer to items 23 – 27 of the QCC Strategic Plan]

**COMMITTEE COMPOSITION**

For 2005-2006 the Committee will have the following members:

Altimari, M.	Biological Sciences and Geology
Burleson, G.	Music
Ellerton, S.	Biological Sciences and Geology
Grant, K.	Business
Mangra, D.	Electrical and Computer Engineering Technology
Moh, N.	Mathematics and Computer Science
Thorsen, G. (chair)	Library
Sherman, G.	OIT Director, Administrative Liaison
Naples, B.	ACC Director, Guest
Ford, W.	Liaison/Steering Committee

George Thorsen was elected chairperson for the 2005-2006 year. Geoffrey Burleson will serve as secretary.