

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

**COMMITTEE ON COMPUTER RESOURCES**

*A STANDING COMMITTEE OF THE ACADEMIC SENATE*

**A GUIDE FOR  
COMMITTEE ON  
COMPUTER RESOURCES  
MEMBERS**

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*Updated by:*

Steering Committee of the Academic Senate

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## 1. Introduction

Welcome to the Committee on Computer Resources of Queensborough Community College. Briefly, the job of the Committee following its charge according to the Bylaws acts to accomplish the following:

- Survey all the computer resources of the College at regular intervals and report to the Academic Senate on the quality and quantity of these resources.
- Report and recommend to the Academic Senate on matters involving present and future utilization of these resources.
- Evaluate and report to the Academic Senate on the policies, services, and facilities of the Information Technology and the Academic Computer Center and all academic departments.
- Report to the Academic Senate on all computer-related College activities such as registration, faculty research, library, use of local and remote (i.e., CUNY. etc.) computers, educational uses, etc.
- Act as a general advisory group on computer resources.
- Report and make recommendations concerning the website; its design, operations, maintenance, uses, value and all related matters.
- Review the TECHNOLOGY PLAN and the STUDENT TECHNOLOGY FEE PLAN as both impact on computer resources and their utilization.

## 2. Committee Composition

The Committee is composed of seven members of the instructional staff and three students (the student government has found it extremely difficult to provide members to the Committee). In most years, the Committee proceeds without student participation; however, the Chairperson notifies the Student Government of the Committee's meetings and solicits student participation.

The faculty members are elected in the spring to one-year terms by the Academic Senate through its Committee on Committees. The Committee on Committees has adopted the policy that no member of a standing committee serves more than three consecutive terms. The Director of Information Technology represents the College President on the Committee. He is an *ex officio* member and without a vote. In addition, the Committee has others attend its meetings as invited guests. The Director of the Academic Computing Center is a regular guest. Others who express an interest in attending the Committees meetings are also sent notices of its meetings. The Student Government appoints the student members. If they are appointed and identified, they must be afforded full rights as members.

[See *Attachment 1 - Academic Senate Bylaws Relating to the Computer Resources Committee* for dates of election, quorum information, and other Bylaws governing the Committee.]

Any member of the instructional staff may be present and request permission to speak at a meeting of any Academic Senate committee. [Art. VII, Sec. 2d]

### 3. General Operation

The Committee issues a request for input from the general community for matters that it should consider related to its charge. Those responses are addressed during meetings and may provide matters for the Committee agenda. The Committee seeks input from the Steering Committee concerning matters under its charge. The Committee solicits input from members of the Administration concerning matters related to its charge.

The Committee serves as a intermediary party between individual departments, and the departments and the Administration. It may arrive at recommendations to the Academic Senate that are impartial and in the best interests of the College as a whole. Although the faculty members are appointed into particular academic departments they do NOT represent those departments at the Committee meetings. This should be made clear by the Chairperson to both the Committee members and their respective department chairpersons. Committee members should not be relied upon as sources of information from or conduits for communications to their departments.

The Committee must prepare an agenda, take minutes of the meetings, and prepare an annual report. [Refer to the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS on the QCC website and see *Attachment 3 – Sample Format for Annual Report to the Academic Senate.*]

Documents generated by and received by the Committee should be forwarded to others on a timely basis. Email should be used wherever possible. See *Attachment 2 – Mailing List*, for the Committee's mailing list for distribution of meeting dates, agenda, meeting minutes, and documentation for review.

### 4. Communications with College Committees Related to the Standing Committee

There are standing committees of the Academic Senate that have committees of the College not formed by the Academic Senate acting in areas related to their charge. Such committees are expected to send a communication to those College committees requesting information such as the following:

- . current membership of the College committee
- . current charges assigned to the committee
- . date of the last meeting of the committee
- . any information the committee cares to share with the standing committee of the Academic Senate that may be helpful to the work of the standing committee

The standing committees that have such cognate committees will be informed of such in the Activities form and in the Guide for Committee Members.

**Article III. POWERS OF THE ACADEMIC SENATE Section 1.** Through its Steering and Standing Committees, the Academic Senate shall have the power to request and receive information appropriate to or necessary for the performance of its duties, from the President and members of the administration, from students and student organizations and from such other sources as may be appropriate

**Section 3. Committees' Jurisdiction** The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every Academic Senate committee shall maintain a continuing review of College policy in its area. “

To assist committees to maintain a continuing review they are empowered to receive information related to their charge.

## 5. New Member Preparation

What new members should do to prepare to work on the committee:

- read this Guide and familiarize themselves with the pertinent policies and documents. [See *Attachment 5 – Pertinent CUNY Documents* and *Attachment 6 – Pertinent QCC Documents*.]
- become familiar with the TECHNOLOGY PLAN and the STUDENT TECHNOLOGY FEE PLAN [Refer to the QCC website].
- speak with the current Committee Chairperson.
- ask their department chair not to schedule classes for them to teach during the Computer Resources Committee meeting times and Academic Senate meeting time [Tuesdays between 2 and 5pm].

## 6. Committee Chair Preparation

The Committee Chair should become familiar with the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS. A copy can be obtained from the Academic Senate area of the QCC website or from the Steering Committee.

## 7. Ordinary matters

The Committee should seek input from the College community concerning the matters related to its charge. This can be done in a variety of ways including email, memoranda and newsletters.

The Committee should seek input from the parties who are involved with or related to matters under its consideration. It may be prudent to invite such parties to attend Committee meetings on matters of possible controversy or where faculty, departments, and the administration may not be in agreement.

## 8. Meetings of Committees, Subcommittees, and Special Committees

The public has the right to attend any meeting of committees and sub committees and special committees. Any time a quorum of any such committee gathers to discuss business, the meeting must be held in public, subject to the right to convene an executive session under certain limited circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be recorded in written minutes; and a record must be maintained of the final vote of each member of the committee on all matters on which a vote is formally taken. Non-members must conform to the usual requirements of parliamentary procedure; the Parliamentarian will interpret and enforce the rules which include that no non-member of the body may speak without the permission of the body.

## 9. Procedures

### MEETINGS

The committee should meet as early in September as possible to set its schedule and agenda that would include matters carried over from the preceding year. The Chairperson schedules meetings at a time when all or most members are able to attend. The Committee may use the rooms set aside for such meetings in the Humanities Building or other such locations. It should avoid holding meetings in the offices

of members of the College administration unless necessary for some reason. Rooms are reserved through normal channels.

Meetings are open to the College community. Seats may be restricted by the space. The Committee should make arrangements to accommodate as many who wish to be present as possible when given advance notice of such interest. Guests may be present during presentations to the Committee and voting by the Committee members.

### **AGENDA AND MINUTES**

Agenda and Minutes are to electronically distributed in a timely fashion and sent to the archives. See material below.

### **REPORTS**

Annual reports are to be submitted for the September meeting of the Academic Senate.

Reports to the Academic Senate for information or for action should be submitted to the Secretary of the Steering Committee at least three weeks prior to the date of the Academic Senate Meeting.

### **ELECTIONS**

Election of the Chairperson is to take place in May with the new members present and voting limited to those serving on the Committee for the next academic year.

There may also be an election for secretary who shall keep the minutes and circulate them in draft form prior to the next meeting when they are to be approved or amended and approved.

### **VOTING**

Voting on policy statements and proposals to the Academic Senate should be by closed ballot as a matter of routine so that no one need request a closed ballot.

The results of any votes should be recorded in the minutes but not the actual numerical tally. In no case should Committee members be identified with that member's position or vote.

Only the elected faculty and student members have the right to vote. The President's representative and ex officio members do not vote.

## **10. Recommendations and Policy Proposals to the Academic Senate**

Either form of report (monthly or annual) might contain recommendations that would be made to various units of the college, including other Senate bodies. It is expected that the committees would be sending these recommendations directly to the units involved as well as reporting them to the Senate.

Recommendations made to units of the College are to be followed up by the Committees who make them and responses reported in subsequent reports to the Academic Senate. If there is no response or no adequate response, as determined by the Committee, the Committee may report this to the Academic Senate after consultation with the Steering Committee. The current disposition of each recommendation should be noted in a monthly report and also in a summary of all items in the annual report. See *Attachment 3 – Sample Annual Report*.

From time to time the Committee may determine that it is necessary to have the Academic Senate consider a Policy for the College. In this case the Committee frames a proposal and sends it to the Steering Committee. See *Attachment 4– Sample Policy Statement*, for an example of a policy statement. Actions for the Academic Senate to approve, including policies of the College, are to be so designated in reports sent to

the Senate. Such actions, recommendations and policies as are approved by a vote of the Senate are to be followed up by the committees of origination and the Steering Committee. If there is no response or no adequate response, as determined by the Steering Committee, the Committee may report this to the Academic Senate for a further discussion of the matter and a determination by the Academic Senate as to the appropriate course of action for the Senate to take on the matter. Of course, at any time, any member of the Senate may request a report on the status of previous Senate resolutions and policies.

Through the process of making and reporting on recommendations, the role of the Academic Senate in Governance is effectuated.

## **11. Chairperson's Presentations to the Academic Senate**

As the Committee sends its reports and recommendations to the Academic Senate, the Chairperson of the Committee should be prepared to present the matter to the Steering Committee and be prepared to answer questions concerning such reports and recommendations.

If the Steering Committee submits a matter to the Academic Senate, the Chairperson of the Committee should arrange with the Steering Committee the manner in which the Committee Chairperson would participate in the presentation to the Academic Senate. The Committee Chairperson might make the principle presentation or simply respond to questions. If the Chairperson is in dissent from the matter forwarded from the Committee to the Academic Senate, then the Chairperson might ask to present a dissent, as is the right of any member of the minority faction of the Committee. The Committee Chairperson should be present to answer questions from the Academic Senate concerning the matters placed before the Academic Senate by the Committee. The Committee Chairperson might invite other members of the Committee or the College faculty or staff to be present at the Academic Senate meeting in order to respond to specific matters. If they are not members of the Academic Senate, either the Committee Chairperson requests permission for the nonmembers to speak, knowing that they want to do so, at the start of the Committee presentation or when nonmembers raise their hands to respond to or question the report, they need to have permission to speak.

It is best for the Chairperson to prepare the way for the Academic Senate to act on whatever measures are being sent to it. The Chairperson should contact the principle parties and apprise them of the matter. If there is opposition to the measure expected, the Chairperson should discuss this with the Steering Committee and those affected.

## **12. Concerns and Cautions**

Where the Committee is dealing with a matter of controversy or where there is known opposition from the Administration or amongst the academic departments, it is most prudent for the Committee to go to some lengths to communicate with all interested parties to seek their input and offer them opportunities to appear before the Committee. In such cases, the Committee Chairperson should also consult with the Steering Committee to inform them of the situation and keep them informed of any changes or developments.

## **13. Final Remarks**

The Committee on Computer Resources has an important set of responsibilities in terms of the proper functioning and development of the College and its instructional program. As the technologies dependent on computers become more commonplace and essential for the operation of the administrative functions and for the educational programs, the faithful and complete fulfillment of the Committee's charge becomes all the more important.

**ATTACHMENT 1 – ACADEMIC SENATE BYLAWS RELATING TO THE COMPUTER RESOURCES COMMITTEE**

Members of the Academic Senate standing committees shall function from the date of election until September 1st of the calendar year following their election. During the changeover period from the April Senate meeting to the September first next following, the various committees shall consist of members of both the retiring committees and the new committees. A quorum shall consist of a majority of the committee size as of September first. Those who will constitute the new committee shall elect one chairperson before the last day of classes of the semester in which the committee is elected. The new chairperson shall serve beginning September first, the retiring chairperson shall be responsible for the preparation and submission of the annual report as stipulated in Article VII, Section 7b, of these Bylaws.

(Article VII, Sec. 3b)

**Charge:**

A. General

The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every academic Senate committee shall maintain a continuing review of College policy in its area.

(Article VII, Sec. 3a)

Each standing committee shall distribute to the members of the instructional staff an annual written report and a copy filed with the secretary of the Academic Senate prior to the first Senate meeting in September. The secretary shall inform the Academic Senate of the names of the committees, which have not filed such reports.

(Art. VII, Sec. 7b)

B. Specific

The Committee on Computer Resources shall consist of five (7) members of the instructional staff and three (3) students.

*The Committee on Computer Resources shall:*

- a. Report to the Academic Senate on the developments, problems and policies related to all computer resources and computer related activities at the College (i.e. registration, faculty research, library, use of local and remote computers, educational uses, etc.)
- b. Make recommendations to the Academic Senate on matters involving the present and future utilization of these resources and related policies.
- c. Survey and inform the College community about utilization and new developments related to computer technology at the College (i.e. committee newsletter, web site, etc.)
- d. Act as a general advisory group on computer resources, training, academic web site and general educational use of technology.
- e. Provide liaison members to committees concerned with computer and information technology.

(Art. VII, Sec. 15)

**ATTACHMENT 2 – MAILING LIST FOR COMMITTEE MATERIALS**

Documents generated by and received by the Committee should be forwarded to others on a timely basis.

- A. Related to the regular meetings of the Committee: agenda, minutes, memoranda
  - Members and ex-officio members of the Committee
  - Guests who attended/participated in the meeting
  - Office of Academic Affairs
  - Liaison from Committee on Committees
  - Academic Senate Steering Committee
  - Academic Senate website
  - College Archives
  - Student Government - if no student members attend
  
- B. Other Materials: annual report, assessment requests etc.
  - Pertinent parties – e.g., Secretary of the Steering Committee
  - College Archives
  
- C. Copies of materials should be sent to the Academic Senate Steering Committee as they are deemed significant and leading to possible actions by the Academic Senate.

**ATTACHMENT 3 – SAMPLE FORMAT FOR ANNUAL REPORT TO THE ACADEMIC SENATE**

**QCC Academic Senate  
COMPUTER RESOURCES COMMITTEE**

**ANNUAL REPORT**

**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**

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**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.

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## **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 Anthony 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.

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## **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.

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## **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.

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## 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.

## 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,

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**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 2003-2004. He thanks all members of the committee for their efforts and support. Tony Kolios has served as co-editor of the newsletter.

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**ATTACHMENT 4 – SAMPLE POLICY STATEMENT**

**A Motion Concerning Computer Resources:**

Whereas, computer resources are nearly ubiquitous in American society and in higher education and;

Whereas, such resources are being relied upon for communication and instruction at QCC;

Whereas, such resources are already essential components of many of the QCC academic programs and fast becoming so in many others;

Whereas, such resources are being used as a means for providing instruction and a means of communication and are as chalk, erasers, copy machines, telephones, slide projectors and other such devices have been;

Be it resolved that:

- A. The Senate maintains that it is the responsibility of the College for the upgrading of hardware and software as are involved in the instructional program and such responsibility for the upgrading of hardware and software will not be placed on individual academic departments.
- B. The Senate recommends and expects that by 2005 the QCC Strategic and Technology Plans will provide for the yearly upgrading of computer resources so that by 2008 there are no such resources that are more than seven years old (exceptions being made by request of the users and for special purposes related to instruction in such hardware).

**ATTACHMENT 5 – PERTINENT CUNY DOCUMENTS**

**The City University of New York  
Computer User Responsibilities**

**NOTE:** The City University of New York Computer User Responsibilities is a statement originally prepared by the University's Computer Policy Committee. It underwent review by the University Faculty Senate and the CUNY Office of the Vice Chancellor for Legal Affairs.

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The computer resources\*\* of The City University of New York must be used in a manner that is consistent with the University's educational purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in this document. As a user of CUNY computer resources:

- You must have a valid authorized account to use computer resources that require one and may use only those computer resources that are specifically authorized. You may use your account only in accordance with its authorized purposes and may not use an unauthorized account for any purpose.
- You are responsible for the safeguarding of your computer account. For a mainframe computer account, you should change your password frequently and should not disclose it to anyone. You should take all necessary precautions in protecting the account, no matter what type of computer resources you are using.
- You may not circumvent system protection facilities.
- You may not knowingly use any system to produce system failure or degraded performance.
- You may not engage in unauthorized duplication, alteration or destruction of data, programs or software. You may not transmit or disclose data, programs or software belonging to others and may not duplicate copyrighted material.
- You may not engage in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment components.
- You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profitmaking or illegal purposes.
- You may not use computer resources to engage in abuse of computer personnel or other users. Such abuse includes the sending of abusive, anonymous, or unsolicited messages within CUNY or beyond via network facilities.
- The use of college computer resources may be subject to college regulations, and you are expected to be familiar with those regulations.
- These regulations and college regulations are subject to revision. You are expected to be familiar with any revisions in regulations.

The University reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with regulations. Any user who is found to be in violation of these rules shall be subject to the following:

- Suspension and/or termination of computer privileges;

- Disciplinary action by appropriate college and/or University officials;
- Referral to law enforcement authorities for criminal prosecution;
- Other legal action, including action to recover civil damages and penalties.

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\*\* "Computer Resources" is an inclusive term referring to any and all computing/information technology: hardware, software and access. Hardware includes, but is not limited to, terminals, personal computers, workstations, printers, mice, monitors, cabling, peripheral devices. Software includes, but is not limited to, mainframe shared software, networked software, and stand-alone software residing on personal computers. Access includes, but is not limited to, accounts on timesharing systems as well as access to stand-alone personal computing systems and other relevant technology.

Revised 1/95

This statement is also available on CUNYVM as a file: ETHICS POLICY Y. If you have any questions about the statement please contact the CUNY Help Desk at 212-541-0981 or via e-mail: ctrcu@cunyvm.cuny.edu.

The City University of New York

ATTACHMENT 6 – PERTINENT QCC DOCUMENTS

PRESIDENT'S OFFICE POLICY MEMORANDUM

Volume II, No. 2

Administrative Policy Regarding Computer User Responsibilities

The computer resources\* of The City University of New York (CUNY) and Queensborough Community College (QCC) must be used in a manner that is consistent with the College's and University's education purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in this document.

The rules of conduct for computer use include, but are not limited to, the list below. Interpretation of the rules of conduct will be addressed by QCC's Executive Director of Information Technology (IT), and the Senior Vice President for Finance and Administration, as appropriate. As a user of CUNY/QCC computer resources:

- You must have a valid authorized account to use computer resources that require one, and may use only those computer resources that are specifically authorized. You may use your account in accordance with its authorized purposes and may not use an unauthorized account for any purpose.
- You are responsible for the safeguarding of your computer account. You should change your password frequently and should not disclose it to anyone. You should take all necessary precautions in protecting the account, no matter what type of computer resources you are using.
- You may not circumvent system protection facilities.
- You may not knowingly use any system to produce system failure or degraded performance. Chain letters are prohibited.
- You may not engage in unauthorized duplication, alteration or destruction of data, programs, or software. You may not transmit or disclose data, programs, or software belonging to others. You may not duplicate copyrighted materials.
- Intrusion into private files, obtaining or spreading programs or files that can cause damage to any computer files or the operation of the computer system, or wasting the resources (people, capacity, computing) of these facilities is prohibited.
- You may not engage in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with equipment, unauthorized attempts at repairing equipment, and unauthorized removal of equipment components.
- Users must not destroy the integrity of information available here and at other sites. All programs and data files stored on Queensborough Community College computing facilities are presumed to be private and confidential. Users must not compromise the privacy of any other user in any way.
- Access to electronic communications services such as electronic mail (both local and off-campus) and the Internet is a privilege that must be used with intelligence and discretion. Improper use of this privilege includes but is not limited to wasting computing resources, attempting to gain unauthorized access to communication resources, harassing other users by sending or accessing annoying, obscene, libelous or threatening messages, and displaying questionable textual or graphical information within CUNY/QCC or beyond via its network facilities.

- Computer resources are provided for CUNY and QCC-related purposes. You may not use computer resources for private purposes, including but not limited to, the use of computer resources for profit-making or illegal purposes. Solicitation for commercial or partisan political purposes is prohibited.
- Users should immediately disclose to the Executive Director of Information Technology any unauthorized computer activity and cooperate with system administrators in their operation of the computer system and investigation of abuse.
- The use of College computer resources may be subject to College regulations and you are expected to be familiar with those regulations. College regulations are subject to revision. You are expected to be familiar with any revisions to the College regulations.

CUNY and QCC reserve the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to ensure compliance with regulations. The College is capable of accessing, reviewing, and recording:

1. Access to the system, including successful and failed login attempts and logouts;
2. Inbound and outbound file transfers;
3. Terminal connections to and from external systems;
4. Sent and received e-mail messages;
5. Web sites visited, including uniform resource locator (URL) of pages retrieved;
6. Date, time, and user associated with each event.

Any user who is found to be in violation of these rules shall be subject to the following:

1. Suspension and/or termination of computer privileges;
2. Disciplinary action by appropriate College and/or University officials;
3. Referral to law enforcement authorities for criminal prosecution;
4. Other legal action, including action to recover civil damages and penalties.

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\* Computer Resources is an inclusive term referring to any and all computing/information technology, hardware, software and access. Hardware includes, but is not limited to, terminals, personal computers, workstations, printers, mice, monitors, cabling, peripheral devices. Software includes, but is not limited to, mainframe shared software, networked software and stand-alone software residing on personal computers. Access includes, but is not limited to, accounts on timesharing systems as well as access to stand-alone personal computer systems and other relevant technology such as e-mail and the Internet.

**ATTACHMENT 7 – OTHER REGULATORY DOCUMENTS**