

1. Review minutes from the last meeting.
2. Welcome new members; introduce continuing members; discuss student members.
3. Review last year's annual report
 - a. Review last year's accomplishments and outstanding projects.
4. Discuss the Computer Resources Committee's Committee Guide.
5. Discuss and divide plans/goals for the present academic year
 - a. Develop a set of technology resources, which could be shared with the faculty at the beginning of every semester. These resources could include: instructions on how to manage the QCC Community Dialogue; instructions on how to use a mobile phone to access QCC email; links to relevant tech pages; and instructions on how to download attendance rosters from CUNY First.
 - b. Create a technology checklist for new faculty.
 - c. Encourage faculty's use of the CRM ticketing system to register technology problems.
 - d. Support the college's transition to and adoption of new technology (i.e. Blackboard 9.1, Blackboard Mobile, and the new student ID Card system).
 - e. Surveys
 - i. Review the results of the Office of Student Affairs' study of tech/software on campus.
 - ii. Review the questions and results of the 2010 Tech Plan Survey. Consider construction and administration of a new Tech Plan Survey.
 - f. Email
 - i. Verify that all general college email listserves (QCC Community Dialogue, ALLFaculty, etc.) have been reconfigured to accept only email from authenticated QCC users.
 - ii. Consider drafting a confidentiality notice that faculty can include on course social networking sites and/or below their email signature.
 - iii. Consider a shorter domain name for QCC student email addresses.
 - iv. Consider creation of research software user groups or listservs to support faculty research.
 - g. CLTs
 - i. Encourage CLT representation on the Computer Resources Committee (this can be brought to the attention of the COC liaison) .
 - ii. Institutionalize a process where CLTs are notified of any changes made to the technology orders that they place through ACC.
 - iii. Institutionalize the meeting of CLTs, at least once a semester. This meeting could help CLTs problem solve across departments and share resources, skills, best practices and insight.
 - h. CUNY First
 - i. 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).
 - ii. Consider initiating CUNY First and Blackboard maintenance at moments of convenience to faculty and students. The current practice of maintaining both systems during the beginning and at the end of the semester is often a hindrance to faculty preparation and grading.
 - iii. Create, in CUNY First, a function whereby faculty can download course email rosters and/or listservers.
 - i. Technology Course Offerings
 - i. Suggest a second computer/Internet security course for those members of the College faculty/staff who have completed the first course or who are more advanced tech users.
 - ii. Review all IT and ACC technology course offerings to ensure that they meet faculty and staff needs.