

## Senate Standing Committee on Computer Resources

### Minutes

Chair: Wendy Ford, Secretary: Guo, Wenli

October 3, 2013 Meeting started at 1:10pm

Members Present: Wendy Ford, Hamid Namdar, Jeffry Jia, Paul Sideris, Kimberly Banks, Ken Golden, George Sherman, Bill Faulkner, VP Sherri Newcomb

Members Absent: Wenli Guo

1. New members were introduced.
2. Minutes from the last meeting (May 16, 2013) were reviewed and accepted.
3. Committee discussed that we need to get student member for this committee- Ken Golden volunteered to speak with Gisela Rivera, director of student activities about it.
4. Committee reviewed the annual report prepared by the Chair.
5. Committee discussed to review the guide for the Committee on Computer Resources Members
6. Committee discussed the summary of the actions and efforts of CCR for academic year 2012-2013.
7. Committee reviewed and discussed last year's annual report.
8. Chair-Wendy Ford reviewed and discussed with the committee the responsibilities and job of the QCC Academic Standing Committee on Computer Resources according to the Bylaws.
9. Committee reviewed the intended actions and efforts of the Committee for 2012-2014 and assigned members to look into it them follows.
  - A) Hamid Namdar-Work with IT and ACC to ensure that their technology course offering meet the needs of faculty and staff.
  - B) Jeffry Jia and Hamid Namdar- Review and revise the Committee Guide.
  - C) Kimberly Banks-Review the 2010 Tech Plan Survey questions and responses.
  - D) Ken Golden-Work with CETL to advance the proposed QCC Faculty Teaching with Technology Awards program.
10. Committee also discussed the following activity and effort:
  - Encourage faculty's use of the CRM ticketing system to register technology problems.
  - Support the College's future transition to student printing allotments facilitated through the CUNYID Card.
  - Develop and distribute a committee newsletter about utilization and new development related to computer technology at QCC.
11. Additional Items - Committee discussed the creation of a location or a phone number or a web page site where faculty and staff could get help on technology issues.
12. Under discussion- Ways in which computer resources are contributing to QCC's compliance with Middle States Accreditation Standard 3.
13. Meeting was adjourned at 2:10PM.

Submitted by Hamid Namdar