

HUNTER COLLEGE

of The City University of New York

FY 2003-2004 Student Technology Fee Plan

Submitted to

The City University of New York

By

President Jennifer J. Raab

May 30, 2003



**Hunter College of
The City University of New York**

Student Technology Fee Plan

TABLE OF CONTENTS

Background	3
Statement of Objectives	3
The Committee's Charge	3
Membership of the committee	3
Strategic goals	4
Targets	5
Principles and Guidelines	6
FY 2003 – 2004 Plan	7
FY 2003 – 2004 Budget Plan	24
FY 2002 – 2003 Year End Report	28
Appendices – Support materials	34

Hunter College of The City University of New York

Student Technology Fee Plan

BACKGROUND:

In March 2002, The CITY UNIVERSITY OF NEW YORK Board of Trustees approved the following resolution:

“ RESOLVED, That the Board of Trustees establish a technology fee of \$75 per semester for full-time students and \$37.50 per semester for part-time students, effective Fall 2002. Revenue from this fee will be retained by the colleges to improve computer services for their student and faculty. In exceptional cases of financial hardship, colleges may waive the technology fee for individual students. ...”

STATEMENT OF OBJECTIVE:

The Student Technology Fee at Hunter College is dedicated to the acquisition, installation, maintenance, and intelligent use of state-of-the-art technology solely for the purpose of supporting and enhancing student experience and learning, and preparing graduates for the workplaces of the twenty-first century

THE COMMITTEE’S CHARGE:

The President established an Advisory Committee on the Use of Technology Fee. The Committee is a College-wide group with representatives from the faculty, staff, undergraduate students, and graduate students of Hunter College. Four members from undergraduate student body and three members from the graduate student body are represented on the committee. The committee's charge is to review and recommend priorities, budget proposals, and expenditures related to the Student Technology Fee to the President. The Instructional Computing and Information Technology (ICIT) department will implement the recommendations approved by the President. The committee reviews the delivery of technology services to the College including but not limited to student labs, faculty development, funding for new initiatives and other technology needs.

MEMBERSHIP OF THE COMMITTEE:

1. Provost
2. Vice President for Administration

3. Assistant Provost
4. Deans of all four schools (Arts & Sciences, Education, Health Professions, Social Work)
5. Dean of Student Life
6. Chief Librarian
7. Executive Director of Instructional Computing and Information Technology
8. Four (4) undergraduate students
9. Three (3) graduate students
10. Three (3) faculty from the Faculty Senate
11. Three (3) faculty from the Faculty Delegate Assembly
12. One representative from the Higher Education Officer forum
13. One representative from the College Lab Technician group

STRATEGIC GOALS:

Strategic Goal 1:

To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art.

Objective 1.1.

To provide public access computers with up-to-date software as well as network and Internet connections in a ratio of no less than one for every twenty students over five years.

Objective 1.2.

To provide state-of-the-art smart-classrooms in no less than 50% of the general use classrooms on campus (the term " smart-classrooms" does not necessarily denote on-line network connections at every classroom seat, but instead denotes the most appropriate instructional technologies for particular classrooms).

Objective 1.3.

To ensure that instructional laboratories are equipped with the most current equipment appropriate to teaching and learning in the various disciplines of the College.

Objective 1.4.

To provide appropriate state-of-the-art technology to student services that directly support student life and learning (e.g., Career Planning and Placement, the Learning Assistance Center, the Writing Center, etc.).

Strategic Goal 2:

To enable students and faculty to make the best possible use of current technologies in support of learning and teaching.

Objective 2.1

To provide instructional programs for students to allow them to make the fullest possible use of the information technology resources of the University.

Objective 2.2.

To enhance student learning by providing access to information resources at their fingertips (in libraries, cyber-islands, etc.)

Objective 2.3.

To provide funding to faculty for innovative ideas on using technology in the learning and teaching process.

TARGETS:

In this section we list a small number of focused targets for action that we believe represent critical aspects of the complex, broader effort that we outlined above. These are keyed to the four areas:

- [A] Improved support to students;
- [B] Improved teaching and learning;
- [C] Improved access to library resources;
- [D] Improvements to network infrastructure.

It is emphasized that these are preliminary priorities.

(a) [A, B] A policy and strategy should be put into place to assure that we reach 100% student access of personal computer resources that is truly effective in providing a basis for computer and network use in the widest range of courses and learning opportunities. Specifying minimal configurations and software packages should be part of the effort.

(b) [C, D] Campus network facilities need to be enhanced to provide a wider and easier accessibility. Authentication and support for nomadic computing need to be part of this effort, as does continuing efforts to wire public places (classrooms, libraries, laboratories, etc.).

(c) [D, A] Also in terms of networking, we believe that web publishing is a resource that needs cultivating. Every course available on campus should automatically have a minimal network presence. In addition, we believe it is feasible and profitable to provide a modest publishing capability for every student and staff member.

(e) [A, B] It is easily possible to have a "one-stop shopping" site of access for information about technology, particularly technology and learning on campus. This site would not provide help on all issues, but would be charged with understanding the wide-range of resources that are already available, and with helping faculty, staff or students connect to appropriate people and places to obtain help. References would be, for example, to services offered by Student Helpdesk Support, by the Technology Training Center, by the Zabar Intern Program, and by specific faculty, staff, and other expertise, some of which might be carefully rationed and protected.

PRINCIPLES & GUIDELINES :

The following Principles and Guidelines have been established in compliance with the guidelines approved by The City University of New York:

I. Principles:

- A. Preference will be given to projects/proposals, which impact a large proportion of the student population.
- B. These funds will be used for new or additional resources, facilities and staffing rather than as replacement funds for existing expenditures.
- C. Preference will be given to projects/proposals, which have clear and viable plans for adequate maintenance, technical and administrative support, and upgrade potential.
- D. A clear distinction shall be made between one-time allocations and allocations which have a reasonable expectation of receiving funds from this fee on a recurring basis.

II Guidelines:

Categories of project/proposals

1. Campus-wide infrastructure supporting computing and communications, which will serve the entire campus population. This will include computing and communications equipment, software, communications services as well as staffing/training to support and maintain this infrastructure and to provide support and training. This will be the responsibility of ICIT. This is a high priority category and will be, to a large extent, a recurring allocation.
2. Campus-wide general computing labs for student use. These labs will be open for extended hours and have adequate supervision. They will provide access to generally useful software and hardware facilities with lab personnel to assist in the use of that software. Additionally, individual departments may provide, and help maintain, some more specialized software for use by students when departmental labs are not available. This is a high priority category and will be, to a large extent, a recurring allocation.
3. Improvement of technology to benefit student life and learning. This category covers a variety of projects/proposals. It would include but not be limited to new instructional and laboratory equipment; expanding of departmental student lab hours, replacing of departmental student lab equipment, and implementing student e-mail. Some of these will be one-time allocations; however, some will need recurring funds to support maintenance, staffing, and upgrading. The source of recurring funds (Technology Fee, grant, departmental budget, etc.) should be clearly identified.

FY 2003 – 2004 Plan

CUNY 2003 Student Technology Fee Plan

Date Submitted: May 30, 2003 **Fiscal Year:** 2003-04

PROJECT: Open Computer Labs

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

The goal of this project is to reduce the student to computer ratio from 1:41 to 1:20 in the next five years beginning from FY 2002-03. This project also includes plan for replacing old computers in open labs.

Description of Project (attach additional sheet if necessary):

During this fiscal year, 100 new computers will be added in open labs and areas for student access. The computers will be divided appropriately to all the campuses. The total budget of \$ 5,000 per unit includes \$ 1,000 for a computer and the remaining \$ 4,000 includes furniture, electrical and data wiring, network hardware and any construction. The distribution of the computers will be as follows between the campuses:

68th Street campus: 65
Brookdale campus: 20
Social Work campus: 15

By installing these computers the ratio of computers to students will be reduced from 1:33 to 1:29.

A replacement cycle for computers is being implemented to refresh computers in open labs. In an audit of the computers in the open labs, it was found out that there are many computers that are in labs (including the library) are more than 4 years old. Many of the computers are Pentium I and Pentium II based and are in dire need of replacement. During this fiscal year, 160 computers will be replaced in open labs.

Budget for 2003-2004: \$ 675,000
Time frame: Recurring

PROJECT: Software Licensing

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Open Labs

Brief Narrative:

This will provide uniform licensing of standard software to all the labs. A student who has done a project with certain software in a main campus lab would be able to work with the same software in any lab on any one of the Hunter campuses.

Description of Project (attach additional sheet if necessary):

The software that this project will fund is the commonly used software by students. This will provide a consistent software platform in all the open labs. The software that are being purchased are:

- Microsoft Campus Agreement
- McAfee Antivirus software
- Adobe Acrobat License

This project will also fund the Blackboard license funding for Hunter College. Blackboard is the course management system that is used at Hunter to provide online learning.

Budget for 2003-2004: \$ 220,000
Time frame: Recurring

PROJECT: Smartclassrooms

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

This project implements instructional technology into the classroom. Enhancements to the classroom will include a data/video projector, network hook-up, electrical and lighting enhancements and a screen. A TV and a VCR will also be installed in certain classrooms, so the delivery of these on carts from 3rd floor North building can be minimized.

Description of Project (attach additional sheet if necessary):

Smart Classrooms, also called electronic or technology enhanced classrooms; create new opportunities in teaching and learning by integrating networking, computers, and audio visual technologies. The smartclassrooms are designed to empower faculty by providing the technology to meet their instructional needs in classrooms. These rooms are also designed to emphasize flexibility to serve multiple users with many teaching styles. The smartclassrooms will change the classroom from isolate to interconnected resources with access to shared resources and access to live Internet connection. The technology in these rooms will inspire faculty who rely on improvisation, spontaneity and audience participation.

Smart classrooms are equipped with the following:

- Ceiling mounted LCD projector and projector screen
- Resident networked computer w/DVD and Zip Drive
- Laptop connectivity for both Macintosh & PC
- VCR
- Sound system
- Wireless mouse &
- Touchscreen Control

Budget for 2003-2004: \$ 163,000
Time frame: Recurring

PROJECT: Enhancements to Lecture Halls

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

The big lecture halls have little or no basic technology in them now. These rooms are used for large classes. All the five lecture halls (714W, assembly hall, 615W, 511W, 415W and 510N) will be upgraded with required instructional technology over a period of five years.

Description of Project (attach additional sheet if necessary):

Technology enhanced lecture halls, create new opportunities in teaching and learning by integrating networking, computers, and audio visual technologies. By enhancing technology in the lecture halls or making it a "Smart classroom" will work because they are active classrooms that engage the faculty and student. The theory really just follows The Seven Principles of Good Teaching, which encourage a) student-faculty contact, b) cooperation among students, c) active learning, d) giving of prompt feedback, e) emphasizing time on task, f) communicating high expectations, and g) respecting diverse ways of learning.

The lecture hall is equipped with:

- a Windows computer
- a video/data projector for large screen projection
- a video tape/DVD player
- connections for tying laptop computers into the room's high-resolution presentation system
- a sound system and wireless microphone unit.

Budget for 2003-2004: \$ 172,100
Time frame: Recurring

PROJECT: College Assistant Support

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

Funding will be put in place to provide more open hours for the labs and deliver and pick-up computer carts or TV carts from the classrooms. A student helpdesk will be setup to provide basic technical support to students.

Description of Project (attach additional sheet if necessary):

This project will support college assistants to various open labs to extend the open hours for the labs so students can have access to computer resources for longer hours. A SNet helpdesk is funded to provide an end to end technology helpdesk for the students. This helpdesk is operational from 9 AM to 10 PM.

Funding is built in to provide AV services to various classrooms. This prevents faculty from coming to the AV center and picking up a computer cart or a TV/VCR cart and pushing it to their classroom. There is also funding to provide smartclassroom support.

Five graduate assistants are hired by the Provost office to provide educational technology support for faculty in each of the four Schools.

Budget for 2003-2004:	\$ 462,571
Time frame:	Recurring

PROJECT: Library

Person Responsible for Project: Louise Sherby

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

The library will enhance its online collection of journals and other required databases. A plagiarism detection service will be purchased for all faculty to access to check papers submitted by students.

Description of Project (attach additional sheet if necessary):

This project is for extending the resources of the library and provides more access to available sources of information to the students and faculty. The Technology Fee funding has been used to purchase a large number of online databases for the library. A list of the licensed resources that have been purchased are available at the library; the information is also updated and highlighted in red on the library web page. These resources include Sage journals, Nature Online, Grove Dictionary among others.

For the coming year, a software service from turnitin.com is being planned to enable the faculty in the College to detect internet plagiarism. Turniton.com helps faculty to identify and deter digital plagiarism and is widely used by colleges and schools worldwide. Turnitin.com compares each paper against more than 2 billion pages on the Internet and provides faculty with detailed reports.

Budget for 2003-2004: \$ 112,000
Time frame: Recurring

PROJECT: Renewal & Replacement Costs (other than computers)

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

The renewal and replacement fund will be used for renewal and replacement of servers, network devices or any technology that supports the normal operations of labs.

Description of Project (attach additional sheet if necessary):

The funds are used for renewal and replacement of any hardware other than computers. The network infrastructure or servers that support all the computers and services will be replaced with these funds when they reach their end of life. This fund will accrue if all the funds are not used in that fiscal year.

Budget for 2003-2004:	\$ 103,000
Time frame:	Recurring

PROJECT: Funding for Proposals

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

Faculty, students and staff can submit proposals on using technology for teaching and learning. These proposals will be reviewed and funded by a “steering committee.” The primary function of this is to encourage students and faculty to venture into new applications of technology in teaching and learning.

Description of Project (attach additional sheet if necessary):

There are many innovative ways to use technology in instruction and learning or use technology to provide more efficiency in providing administrative services to students. Faculty, staff or students can submit proposals on innovative use of technology for instruction, learning or student administrative application.

The proposals have to be submitted to the office of the VP for Administration. A sub-committee will review the proposals and fund the most innovative proposals. The proposals will be for duration of one year and a report or a product has to be submitted to the committee at the end of the project.

Budget for 2003-2004: \$ 50,000
Time frame: Recurring

PROJECT: Student Printing

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

The cost of printing will be subsidized for students in all the labs. Students will receive a pre-paid card for laser printing..

Description of Project (attach additional sheet if necessary):

Funding is allocated for absorbing printing costs for laser printing up to a total of approximately \$ 200,000, which represents the average usage in FY 2003. The initiative will provide pre-paid cards to each student (full value for full time students and half value for part time students).

The funding will also be used to purchase dot matrix printers/supplies for all the open labs. The students can use these printers for printing in bulk and this is available to the student free of charge.

Budget for 2003-2004:	\$ 200,000
Time frame:	Recurring

PROJECT: SNet Server Maintenance

Pers on Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

During the first year, SNet servers were implemented to provide e-services to all students. This required installing servers to support these services. Maintenance to support these servers has to be provided to maintain consistent and reliable operation.

Description of Project (attach additional sheet if necessary):

Servers were setup to provide email, active directory, storage area network, and terminal services as part of the SNet services during year one of the technology projects. This helps fund the yearly maintenance of the servers.

Budget for 2003-2004: \$ 10,000
Time frame: Recurring

PROJECT: Wireless Installation

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

This project will provide wireless access to students in all areas of the campus. Wireless access will be installed in all the campuses. This project will also provide wireless cards in the library for students to check out for a semester.

Description of Project (attach additional sheet if necessary):

Hunter College will provide additional wireless access to students across various campuses. A wireless set up was done at some floors of the Brookdale campus as a pilot. Students who have wireless enabled devices like laptops with a wireless card can now be part of the Hunter network by authenticating to this network using their SNet username and password. During this phase of the project we will install wireless access in all three campuses – 68th Street campus, Brookdale and School of Social Work.

Wireless cards will be purchased and these will be distributed from the library. Students can check out these cards from the library for their use for a specific period of time.

Budget for 2003-2004:	\$ 160,000
Time frame:	Recurring

PROJECT: Internet 2

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

This project will provide the next generation Internet access to students and faculty. This tool will provide faculty a vehicle to do cutting edge research.

Description of Project (attach additional sheet if necessary):

Internet2 is a consortium being led by 200 universities working in partnership with industry and government to develop and deploy advanced network applications and technologies, accelerating the creation of tomorrow's Internet. Internet2 is recreating the partnership among academia, industry and government that fostered today's Internet in its infancy. The primary goals of Internet2 are to:

- Create a leading edge network capability for the national research community
- Enable revolutionary Internet applications
- Ensure the rapid transfer of new network services and applications to the broader Internet community.

Internet2 will be available to faculty and students for doing cutting edge research. This will fund the licensing cost of Internet2.

Budget for 2003-2004: \$ 70,000
Time frame: Recurring

PROJECT: Full Time Staff

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

Six full time lines will be added over a five year period. These will be technical lines and will be specifically used for supporting the new technologies that are being implemented.

Description of Project (attach additional sheet if necessary):

During the first year, three positions were added – Instructional Designer, SNet System Administrator and Computer technician. These positions were setup to provide support to all the technology that have been installed and setup using the technology fee. The Instructional Designer position will help faculty in incorporating educational technologies in their teaching.

During this year we will not be hiring any additional positions but will sustain the three positions that were hired during the first year.

Budget for 2003-2004: \$ 267,800
Time frame: Recurring

PROJECT: Faculty Development

Person Responsible for Project: L. Michael Griffel

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

Funds are allocated for faculty development. This will provide necessary training for faculty in using technology for teaching and learning.

Description of Project (attach additional sheet if necessary):

The provost office plans the faculty development in discussion with the Teaching and Learning Center.

Budget for 2003-2004:	\$ 100,000
Time frame:	Recurring

PROJECT: Assistive Technology

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

Provide technologies for disabled (vision, hearing, etc.) students.

Description of Project (attach additional sheet if necessary):

This project will fund software that can be used in the access lab to support the operation of technology for visual and hearing challenged students.

Budget for 2003-2004:	\$ 5,000
Time frame:	Recurring

PROJECT: Contingency

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

Contingency is for any type of cost overruns and emergencies that was not planned for. These funds will also be used for any collective bargaining increases.

Description of Project (attach additional sheet if necessary):

This is about 10% of the total revenue. This is to provide for any unknown cost that might emerge during the implementation of any of the above projects. These funds also include any pay adjustments that have to be made to both full time and college assistant's positions due to collective bargaining. This is also an emergency source of funds to support any services that could be disrupted by natural disasters like floods, etc.

Budget for 2003-2004: \$ 230,000
Time frame: Recurring

FY 2003 – 2004 Budget Plan

BUDGET

Recurring costs (if any)

(Include maintenance costs here)

	Amount	
FY 2003 - 04	FY 2004 - 05	FY 2005 - 06

1 Staff Costs (List each position, title, salary, fringes)

a Full Time Lines

SNet System Administrator	1			
Centralized Lab Tech	1			
Instructional Designer	1			
		\$ 267,800	\$ 360,706	\$ 469,872

b College Assistant Positions

Lab Support	32	\$ 255,360	\$ 261,120	\$ 266,880
AV to Classroom cart moving	10	\$ 73,620	\$ 75,240	\$ 76,860
Smartclassroom Support	5	\$ 39,900	\$ 40,800	\$ 41,700
Graduate Assistants	5	\$ 45,361	\$ 46,722	\$ 48,124
SNet Helpdesk	5	\$ 48,330	\$ 49,410	\$ 50,490

2 Consulting

-		\$ -	\$ -	\$ -
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3 Hardware, Software, Peripherals

Quantity

a Personal Computers/Servers/Laptops

	New Computers/Labs (see description for details)	100	\$ 515,000	\$ 530,000	\$ 545,000
	Replacement of Lab Computers	160/333	\$ 160,000		\$ 333,000
	Server Maintenance		\$ 10,000	\$ 10,300	\$ 10,609
b	Printer/Scanners				
	-		\$ -	\$ -	\$ -
c	Routers/Hubs/Wiring				
	Wireless Project		\$ 160,000	\$ 70,000	\$ 72,100
	Internet2		\$ 70,000	\$ 72,100	\$ 74,263
	Classroom wiring		\$ 10,300	\$ 15,900	\$ 16,350
	Included in each project if wiring is required				
4	Software				
	(Provide product name, if known, and estimated cost)				
	Microsoft, McAfee and Acrobat	enterprise	\$ 120,000	\$ 123,600	\$ 127,308
	Assistive technology		\$ 5,000	\$ 5,000	\$ 5,000
5	Library Electronic Databases				
a	Electronic Databases		\$ 105,000	\$ 108,150	\$ 111,395
b	Plagiarism Detection Service		\$ 7,000	\$ 7,210	\$ 7,426
6	Furniture				
	Included in each project cost if it is required		\$ -	\$ -	\$ -

7 Construction

Included in each project cost if it is required		\$ -	\$ -	\$ -
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8 Training, including Faculty Development

<i>a</i> Faculty development		\$ 100,000	\$ 100,000	\$ 100,000
<i>b</i> Funding for proposals		\$ 50,000	\$ 50,000	\$ 50,000

9 Miscellaneous

<i>a</i> Basic Smartclassroom	5	\$ 92,700	\$ 95,400	\$ 98,100
<i>b</i> Smartclassroom in SSW		\$ 60,000	\$ -	\$ -
<i>c</i> TV and VCR/DVD in classroom		\$ -	\$ 21,200	\$ -
<i>d</i> Technology enhancements to Lecture Halls	2	\$ 172,100	\$ 76,300	\$ 76,300
<i>e</i> Renewal & Replacement (other than computer)		\$ 103,000	\$ 106,180	\$ 109,556
<i>f</i> Student Printing		\$ 200,000	\$ 200,000	\$ 200,000
<i>g</i> Contingency		\$ 230,000	\$ 230,000	\$ 230,000

10 Blackboard Implementation

Blackboard License		\$ 100,000	\$ 103,000	\$ 106,090
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TOTAL

\$ 3,000,471	\$ 2,758,338	\$ 3,226,423
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Submitted by:

Hunter College

Phone #

FY 2002 – 2003 Year End Report

FY 2002-2003 Year End Report

1. Open Computer Labs

The Public Access Computers (PAC's) were set up across the campuses. There are located at:

- 68th street campus: 47 computers in the east, west, cafeteria and library.
 - MFA building: 10
 - School of social work: 15
 - Brookdale: 25
- The interface on the PAC's is web based. The links to all the applications that the students use are provided on the SNet web page. News blurbs on the right side of the webpage are updated regularly.
 - ICIT team makes rounds of the 68th street campus four times daily to check if the PACs are operational. Anand showed the time sheet filled in by the ICIT SNet team during their rounds.

100 new computers were purchased to provide replacement for old computers in one of the ICS lab, Brookdale and School of Social Work. In December 2002 when a request was sent out it was found that there were more computers that were in dire need of replacement. There was savings in the install of the new computers and this allowed us to purchase 150 new computers as replacements for Dolciani Math Learning Center, Physical Sciences lab, Chanin Language center, Reading & Writing center and the mac lab in ICS.

2. Software Licensing

This will provide uniform licensing of standard software to all the labs. A student who has done a project with certain software in a main campus lab would be able to work with the same software in any lab on any one of the Hunter campuses. During this fiscal year the following licences were purchased:

- Microsoft Campus agreement this includes MS Office Professional, Operating system and all client access licences.
- Antivirus software – Mcafee
- Adobe Acrobat (full version) – for all open labs

The funds set aside for acquiring the new version of Blackboard and Oracle was used to purchase a SUN server to enhance the performance of the existing Blackboard server. A SUN V880 server was purchased.

3. Smartclassroom

ICIT installed the following ten (10) classrooms with TV/VCR/DVD equipment: Hunter North Building: C109, C110, C111, C112, C113, Hunter West Building: W504, W505, W506, W507

and W508. Faculty can now show any video or DVD in these classrooms without requesting a TV and VCR from the AV department. 19 more classrooms will be setup with TV/VCR/DVD.

The following classrooms in the North building and West building (all classrooms on the 1st, 2nd, 4th and 5th floors): c109hn, c110hn, c111hn, c112hn, c113hn, 504hw, 505hw, 506hw, 507hw, 508hw, W509, W509A, W509B, W509C, W404, W405, W406, W407, W408, W409, W410, W411, W412, W413, W204, W205, W206, W207, W208, W217, W113, W116, W117 were wired.

These classrooms will now be part of the Hunter College network. The faculty can now use Blackboard or the Internet as part of their instructions in these classrooms. As most of these classrooms are not smart classrooms, faculty can request for a computer cart from ICIT-AV department and this can be connected to the network.

Three smart classrooms installed. These classrooms are located at 224hw, 424hw, 603hw. The smart classroom will have a ceiling mounted data/video projector, a cabinet with a computer that has a DVD player, a zip drive and applications like a web browser, Microsoft Word, PowerPoint, and Excel. There will also be a VCR in the cabinet. The computer will be connected to the Internet. The faculty can use any of these technologies as part of their instruction.

4. Enhancements to Lecture Halls

The big lecture halls have little or basic technology in them now. These rooms are used for large classes. Work has started on upgrading 714W with required instructional technology.

5. College Assistant (student) Support

Hunter College setup a student helpdesk system to support any technical issues that students have with the different technology services provided by the college. The helpdesk times are:

Mon – Thurs	8 AM to 10 PM
Friday	8AM to 5 PM
Saturday	10 AM to 5PM
Sunday	12 noon to 5 PM

A helpdesk technician will be able to help students with any technical support questions during this time. The students will be able to access this service in one of the following ways: by email, web, phone or walk-up

Students can call or go to the helpdesk to get the password for their email, Blackboard or the PAC access reset, call in questions about Blackboard or the email system, report a problem with a PAC system, etc.

The hours of the student helpdesk will be closely monitored to ensure the helpdesk effectively serves the student community.

Hunter College Audio Visual services hired students to provide the delivery and pick-up service of TV/VCR carts and computer carts. We will closely monitor this service and make enhancements to provide an efficient service. Students will also be hired to provide extended service in labs

6. Library

The library enhanced its online collection of journals and other required databases. The list of online databases that were purchased by the library are identified here in red:

<http://library.hunter.cuny.edu/webres.htm>

7. Funding for educational technology proposals

Four proposals were funded this fiscal year they are:

- Health Education – Wellness Center (Student Services)
- VIOLA – Library
- Career Services – Student Services
- Scholarship Project – Student Services.

8. Printing Cost

The printing solution that has been operational in the library for many semesters has been expanded to the entire college. Instead of paying 15 cents, as was the case in the library, students will pay seven (7) cents a page. The technology fee will pay the remaining eight (8) cents. This fee applies to laser printers only. Dot matrix printers are available in the labs to provide free printing for academic assignments. Copico will provide the paper, toner and any maintenance or support. Copico will have a technical person on staff at the college campus to fix any problem with printers.

Printing card vending machines is located around campus at 68th St. library, 10th floor North building (near ICS lab), Dolciani lab (North building), Reading and Writing Center (Thomas Hunter building), Brookdale library, and SSW library.

9. Full time positions

Three positions were hired during this fiscal year.

10. Faculty Development

Various initiatives were implemented as a part of faculty development. A wireless cart with built in laptops was purchased; students can interact with the instructor using one of the sixteen laptops delivered to the classroom via the cart. Various training events called 'Blitz week' were conducted where knowledgeable computer professionals provide one-on-one hands-on support and answers to questions about Blackboard, the Internet, other classroom media applications or hardware availability and use. Technically knowledgeable students were hired as interns to assist faculty in the use of the software and hardware they will be using in their classes. Interns were also hired to develop/ update the websites of various departments. Also graduate assistants were hired to assist the faculty in technology initiatives.

Another tool for training: e-training was also introduced. Licenses were purchased to provide web based training on basic office productivity tools like Word/ Excel / Project, etc. The faculty will be given a license for a period of time, and they can finish the training at their own pace.

New computers have been ordered for faculty. These computers will be given to existing faculty with outdated and very old computers who will incorporate technology into their teaching

11. Wireless

Wireless was implemented on three floors of Brookdale campus. On 68th street campus, wireless access has been installed in the big cafeteria, library 1st floor, 4th floor West lobby, and the ICS lab.

12. Student email & web server

Hunter College implemented a reliable, stable and redundant student email system called SNet. This system is based on the current email technology and is completely web based. The system is secure and can be accessed from anywhere in the world if you have access to the Internet. Apart from accessing it through the web, you can also access it by any email client like MS Outlook, MS Outlook Express, Eudora and Eudora lite and any other POP3 or IMAP client.

This system also has a personal calendar, contact management (address book), a Journal, Notes area where you can keep information and a place to keep your to-do list in Tasks. This system will be used by Hunter to keep students informed and send them any communication of upcoming events and other information.

Students can still use your own preferred email address (like your AOL email). Hunter College will set up their preferred email address in the new student email system and will automatically forward any email that they receive at their Hunter address to your preferred email.

13. Assistive Technology

Software and hardware were purchased for the Access Center.

14. Contingency and Renewal & Replacement

The renewal and replacement fund will be used for renewal and replacement of servers, network devices or any technology that supports the normal operations of labs. The contingency is for any type of cost overruns and emergencies that was not planned for.

Appendix

President's Advisory Committee on Use of Student Technology Fee Members

Title	Name	E-mail Address	Office
VP for Administration	Len Zinnanti	lzinnant@hunter.cuny.edu	212-772-4460
Provost's Office	Richard Pizer	richard.pizer@hunter.cuny.edu	212-772-4150
	Michael Griffel	lgriffel@hunter.cuny.edu	212-772-4150
	Susan Morgulas	susan.morgulas@hunter.cuny.edu	212-772-4150
Dean of Arts & Sciences	Judith Friedlander	judith.friedlander@hunter.cuny.edu	212-772-5195
	Adjie Henderson	henderson@genectr.hunter.cuny.edu	212-772-5247
Dean of Education	David Hogdes	david.hodges@hunter.cuny.edu	212-772-4622
	Kate Garnett	kgarnett@hunter.cuny.edu	212-772-4701
Dean of Health Sciences	Laurie Sherwen	mdornbau@ms1.hunter.cuny.edu	212-481-4314
	Martin Dornbaum	lsherwen@hunter.cuny.edu	212-481-5129
Dean of Social Work	Bogart Leashore	bleashor@hunter.cuny.edu	212-452-7085
	Harriet Goodman	hgoodman@hunter.cuny.edu	212-452-7113
	Anthony Sainz	asainz@hunter.cuny.edu	212-452-7025
Executive Director, ICIT	Anand Padmanabhan	ap@hunter.cuny.edu	212-772-4331
VP of Student Services	Eija Ayravainen	eija.ayravainen@hunter.cuny.edu	212-772-4955
	Michael Escott	michael.escott@hunter.cuny.edu	212-772-4876
Senate - Faculty Members	Sandra Clarkson	sclarkso@hunter.cuny.edu	212-772-4904
	Bill Sweeney	wsweeney@hunter.cuny.edu	212-772-5335
	Anthony Picciano	Antho13926@aol.com	212-772-4694
FDA - Faculty Members	Valeda Dent	vdent@hunter.cuny.edu	212-772-4108
	Manfred Keuchler	mkeuchle@hunter.cuny.edu	212-772-5588
	Annette Kym	akym@hunter.cuny.edu	212-772-4985

Graduate Students	Cecily Humes	cicilyh@yahoo.com	
	Claudia Terry	ceeterry@hotmail.com	
	Arlene Levinson	alevinson@twojournalists.com	
Undergraduate Students	Li-Ess Baptiste	geog@yahoo.com	
	Daniel Tasripin	j0hnbr0wn1@aol.com	212-772-4261
	Justin Gogel	paparazzi1@aol.com	
	Anthony Pappas	anthonyscifi@hotmail.com	
Librarian	Louise Sherby	lsherby@hunter.cuny.edu	212-481-4314
College Laboratory Technicians	Jason Ares	jares@hunter.cuny.edu	212-722-5313
Business Office	Sharon Neill	sharon.neill@hunter.cuny.edu	212-772-4475
HEO Representative	Marilyn Daley-Weston	marilyn.daley-weston@hunter.cuny.edu	212-650-3851

President's Advisory Committee on the Use of Technology Fee Meeting

Date: Friday, 6th December 2002

Start Time: 3.00 PM End Time: 5:15PM

Location: President's Conference Room

Attendees:

Jason Ares, Vidya Chandran, Marilyn Daley-Weston, Martin Dornbaum, Michael Escott, Michael Griffel, Adjie Henderson, David Hodges, Manfred Kuechler, Annette Kym, Bogart Leashore, Sharon Neill, Anand Padmanabhan, Anthony Pappas, Richard Pizer, Louise Sherby, Claudia Terry, Len Zinnanti,

Introduction:

- VP Len Zinnanti welcomed the committee members and informed the committee that several students have left the committee and we will work to replace them quickly.
- The university did not give the go ahead for the budget/purchasing mechanics for the projects until August'02.
- Despite the constraints, the projects were completed in short timeframes and in general the overall results have been positive.

Current Status of technology fee budget

A copy of the Technology Fee Budget-Preliminary report was distributed to the members. Len informed the members that the technology fee of \$75 was collected from the students during Fall'02 and the annual budget was estimated to be \$2.3 million. Len made the following comments:

- Looking at billing and collections there might be a revenue shortfall this year of approximately \$ 100,000-200,000.
- Bulk computer purchasing contracts that CUNY had entered into had helped save funds.
- A sub committee comprising of Len Zinnanti, Eija Ayarvainen, Richard Pizer and Anand Padmanabhan reviewed the proposals submitted for utilizing the technology fee. The current approved proposals increased the allocated budget by \$35,000.
- Delays in hiring provided a savings of \$60,000.
- Some more proposals are coming from Student services. At Manfred Kuechler's inquiry Len confirmed that the proposals were for receiving funding from Technology fee.
- The proposed cyber café did not call for additional purchasing since the bulk computer purchasing contract set up by CUNY was used. Hence the \$100,000 proposed for the café could be used for the wireless project.
- Len confirmed that though \$77,825 is the proposed contingency, this money is not being touched as of now. It is set aside for emergencies or unplanned cost overruns.

Interim report

- SNet –
 - PAC's:
 - Anand informed the members that Public Access Computers (PAC's) were set up across the campuses. There are located at:
 - 68th street campus: 47 computers in the east, west, cafeteria and library.
 - MFA building: 10

- School of social work: 15
- Brookdale: 25
- The PAC's are thin client. Thin client is a system that has no moving parts, has a smaller footprint and which is supported out of a server.
- The interface on the PAC's is web based. The links to all the applications that the students use are provided on the SNet web page. News blurbs on the right side of the webpage are updated regularly.
- ICIT team makes rounds of the 68th street campus four times daily to check if the PACs are operational. Anand showed the time sheet filled in by the ICIT SNet team during their rounds.
- Michael Escott commented that some student put 'write your research' posters on the PAC's and asked if the people making rounds could remove these posters.
- Student email:
 - A new Student email system was introduced as part of SNet. The students can check their emails through a web client. The new student email system gives 20 Mb of personal space and allows 5 Mb attachments as compared to 6 Mb of space and 1 Mb of attachments in Yahoo.
 - The students are not forced to use this email system. They have the option to have their Hunter emails directed to their preferred email address. This can be done in 4 ways:
 - Students can log on to SNet system and use the 'Forward' option to set their forwarding address. This option was coded by the ICIT team specifically for this purpose.
 - Use an application for forwarding their address, in case they do not want to log on to SNet. This application authenticates the student id and password and then sets the 'Forward' as requested.
 - Students who give their email address during registration have that email id automatically set up as the 'Forward' address when the registration files are loaded into SIMS.
 - Students can request the Snet help desk to set the forwarding address for them.
 - At Manfred's inquiry about student privacy, Anand confirmed that when the students are registered, they are sent a letter from ICIT. The letter gives the url, the instructions and information about their account. This is only for new students.
 - The students are required to use their SNet id and passwords to log on to the system.
- Issues:
 - Anand talked about the email server problem. Data back-up are done regularly. A tape autoloader with a library backs up the data. There is 0.5 terra byte of storage over multiple hard drives. During the second week of classes however the email server crashed, 2 hard drives had failed simultaneously. This is a rare occurrence and we lost the data integrity. However the emails were still being directed to the old email system.
 - Manfred commented on the usefulness of the new PACs. Although he added that the PACs were not suitable for serious work since the students cannot save their files or print. Students use these machines for checking their email and for playing games. Anand commented that the machines were designed only for quick access to their emails and researching on the web.
 - Manfred commented on some issues with the new lab at Brookdale.
 - He said that he had visited the lab and it was a part of a game room where students played music and watched TV. He did not consider it to be conducive to serious research work.
 - He also questioned the level of help available at the lab and some misleading signs about SNet.
 - Manfred also indicated the lack of a printer in the lab. He enquired about the software in the machines.

- In response to Manfred’s questions, the following statements were made:
 - Len commented that the Brookdale campus had the worst computer ratio at Hunter and hence there was a need to provide a lab for the students quickly. There are 25 machines in the lab now.
 - Anand informed the members that the signs at the game room about SNet coming soon were removed. The attendant present in the room during the evening hours is from a work study group recruited by the residence hall director. This person is technically competent. ICIT has one of its CA’s from 9.00 am to 5.00 pm, five days a week. ICIT will train the evening attendant to do basic trouble shooting.
 - The set up of the machines at Brookdale is going to be similar to the machines present in the ICS labs and will have the same set of software. The games will be taken off from the machines. The machines have anti-virus software. Students will be able to save their documents.
 - The students will need their SNet id and password to access these machines.
 - Copico will be setting up a new printer at the lab.
- David Hodges inquired if the students will be able to print from the machines in the new future. Anand confirmed that they would. Presently they have only internet access and access to Microsoft office software.
- Jason Ares inquired if the crowding on the 10th floor labs had reduced because of the PAC’s. Anand said that there was no discernable change.
- Blackboard (Blackboard) Licensing:
 - Anand informed the members that CUNY is negotiating a licensing agreement with Blackboard. However it has not been finalized. It is also not known if CUNY will go with version 6.0 for the next semester.
 - Blackboard has changed its licensing fee structure completely and the cost to CUNY will be \$ 1 million per year if 25% of the students at CUNY are enrolled in Blackboard.
- Library electronic issues: Anand requested Louise Sherby to report on this item.
 - Louise informed the members that a number of resources were added to the library due to the technology fee funding.
 - She distributed a list of the licensed resources available at the library. The new resources purchased with the fee were highlighted. This is indicated in red on the library web page. This will enable students to see how the technology fee was utilized.
 - Louise said that the library had spent \$ 81,050 of the \$ 100,000 allocated to the library. The library was notified by Sage publishing that they will no longer aggregate their journals with EBSCO. So a portion of the money is being held back in case the library needs to purchase these journals from Sage. She informed that these were important scholarly journals in the social sciences. The pricing for the journals has not been published yet. Meanwhile the library has worked out a temporary arrangement with EBSCO to get these journals.
 - Louise informed the members that the usage was high among the students.
 - Manfred commented that this was money well spent. Claudia Terry also commented that this was a helpful resource.
- Wireless Implementation:
 - Anand informed the members that a pilot wireless implementation is going to be done at the Brookdale campus and then at the 68th street campus. ICIT is looking at a network gateway device. Students can use their wireless enabled device and be part of the network. The system will direct them to a webpage where they need to log in (using their SNet id) and be authenticated. Once they are authenticated, the students can access the SNet services, eSIMS, the Internet and other services.
 - The advantage of using this system is that it is media independent. Hence it can be used with wired and wireless products.

- The project is still in the design phase. CUNY is testing a Vernier product and Hunter is looking at Bluesocket. Anand had a conversation with an outside colleague who had implemented the Vernier system and who had issues with it. Hence the decision to investigate Bluesocket.
- Many colleges have successfully implemented this system. Some examples given were University of Pittsburgh, Penn State University, Harvard University etc.
- Anand mentioned the option of working with the library to loan the students wireless cards for their laptops for a semester. In this way, students can access the net with their personal laptops.
- Bogart Leashore inquired if there was a possibility of wireless being implemented at the other campuses. Anand said that money was limited and also that this was a pilot. Only certain areas at Brookdale and the 68th street campuses are being considered for this pilot.
- Manfred inquired if this was being done in the dorms at Brookdale. Anand said that the locations have not been decided yet. The idea is to locate these in places where the students would have easy and full access.
- Manfred inquired about the wireless signal range. Anand said that a site survey is being done. Cisco's Aironet model 1200 is being considered. The system will be setup to handle both 802.11a and 802.11b wireless systems. Bluesocket would be the gateway which will authenticate against the Active Directory.
- Adjie Henderson inquired if the system would be secure and if we presently have any security for the places that have wireless. Anand said that the new system will require students to enter their SNet id and password and get authenticated. Presently there is no security.
- Manfred asked about the time frame for the implementation. Anand said that ICIT will try to have a pilot at the Brookdale campus set up by the time the semester begins in Spring'03. Anand said that Brookdale had a very old wiring infrastructure; hence there might be unknown issues. However, he said we would try to have the pilot ready and resolve the issues as they come.
- Proposals/Requests for funding: Anand said that many proposals were submitted.
 - Michael Escott informed the members about the 2 proposals from Student Services
 - Information Kiosk for the wellness center.
 - One stop shopping for career services
 - Library
 - VOILA- Online tutorial for ORSEM courses and expand it to online grading and streaming.
 - Scholarship proposal: Anand informed the members that presently there is no comprehensive and efficient process for collecting information and awarding scholarships. The scholarship information is distributed among the Business Office, the Office of Institutional Advancement, the S&W funds and Financial Aid. A system was proposed to collect all these accounts and provide a decision management system for scholarships. This would enable the Recruitment & Scholarship Office in identifying the eligible students. A computer science student was hired to develop the system.
 - Mike Escott inquired if a sub committee made the decisions on the proposals.
 - Len said that all the Vice presidents discussed the proposals along with Anand. The decisions were made on the proposals which would be beneficial to the students, keeping in mind the goals of the tech. fee.
 - Anthony requested a student be involved in the selection process
 - Adjie inquired if any academic proposals came. Anand said that only one came (library)
 - David inquired if any more proposals were being invited. Len answered in the affirmative. He said that the proposals can be submitted to him or to Anand.
 - Marilyn Daley-Weston put forward a proposal to purchase a degree audit software package that would allow students to get clear advice on course requirements. Presently the students do not know what courses to take and different advisors give different information. Marilyn said the software would cost approximately \$ 100,000.
 - Richard Pizer asked how the system worked and if it would not have to be customized for the college's requirements. Marilyn said that the system will integrate the student information from

the transcripts, transfer course information, etc and provide detailed information on student's requirements (what courses to take etc). The system will also give them comparisons between different options and also provide what-if scenarios. The system will have to be customized, but the company providing this package will load all the data initially and thereafter the college will have to update this information.

- Adjie asked if this would be a replacement to SIMS. Anand said this was only a small item that SIMS does and hence not a replacement. SIMS has a section called Pace which is presently not supported by the people who developed it.
 - Manfred commented the software might be helpful, but it may be too expensive.
 - Anand said that the software would help students during registration. However it would not replace the advisor who will still have to advise the students.
 - Anthony Pappas commented that with the software the student now has to go to a computer and/or go to an advisor. He said that most students knew what they needed to do and for a select few he did not think it necessary to spend so much on the new software.
 - Marilyn said that the information could be sent along with the transcripts and that the students did not have to go and check it out. She said that the system would only take away speculation, not the advisor's role.
 - David commented that the system sounded good. He said that the system would free advisors from spending time checking out the details and allow them to spend more time advising.
- Support Services:
 - Anand informed the members that 10 students were hired for delivering A/V carts. As of now, 8,200 deliveries have been made.
 - Also hired students for the SNet help desk (HD). The HD timings are:
 - 9.00 am to 5.00 pm Monday to Friday
 - 10.00 am to 5.00 pm on Saturday and
 - 12.00 pm to 5.00 pm on Sunday
 - As of now 755 calls have been handled by the HD, 163 by phone, 209 by emails and 303 walk-ins.
 - There were a large number of calls at the beginning of the semester. The load on the weekends is however negligible. Anand said that this schedule should be reviewed with one year's worth of data.
 - Claudia asked if there was any policy on the help the lab assistants could provide. She said that certain students working in the computer labs had asked for some help and they were told that they were there to help faculty only.
 - Anand said that in all the labs under ICIT, the students were to be helped at all times. Anand asked Claudia for the lab where this problem occurred. Claudia did not have the information, but will keep Anand informed in the future.
 - Manfred said that most of the lab assistants were knowledgeable about hardware problems, but did not know the specific software issues. So the students should be given more training. He asked Anand if the HD students got training.
 - Anand informed the members that students with some prior working knowledge of computers are hired for the job. All the students go through the Blackboard and other introduction training. ICIT is also creating a handbook of standard items that the help desk personnel need to know. Once it is completed, it will be available on the web also.
 - Full time lines:
 - Anand informed the members that a SNet System Administrator was hired in Sept'02. The position for Instructional designer is with the HEO screening committee. Anand has requested Joan Toronto to help in the search once the approval was given and the position advertised.
 - Manfred inquired if the position was advertised and also about the process involved for the selection. Anand confirmed that the positions were advertised. They were listed on the HR.

- On Manfred's inquiry as to what an Instruction Designer did, Anand said that this position helped in providing a pedagogical training to faculty. This will be tied closely with Blackboard system and the teaching and learning center.
- Faculty Development and Grad Assistants: Anand requested Michael Griffel to report on this item.
 - Faculty Development: Michael put forward the various proposals and their respective costs:
 - A wireless cart with sixteen laptops will bring training to the departments. Faculty will interact with the instructor using one of the sixteen laptops delivered to the department via the cart. The instructor can use it to enhance the learning environment.
 - Blackboard training: The trainer will come from Blackboard and present a training session to as many faculty members who want to attend. The training can be held for 2 days and if needed, jointly with other campuses.
 - Faculty peer training- This will take place during the semester. In this aspect of faculty development, professors who have used technology effectively in their instruction will talk about their work and provide tips and documentation that will help other faculty in using technology in their teaching.
 - Student tech support (using Zabar model). Technically knowledgeable students will be trained in Blackboard and other applications for faculty. Students will then be on call to assist faculty in the use of the software and hardware they will be using for their classes.
 - Blitz Week. Before the beginning of each semester, the ICIT training center in the north building will be opened daily for a week for faculty to “drop in/find out” about technology. The goals of Blitz Week are to provide faculty with an opportunity for "just-in-time training" for web-based teaching and to provide other technical support.
 - The summer in depth pedagogy/technology session will feature intensive daylong courses on practical topics in Blackboard to doing ‘good research’.
 - A few questions were raised regarding the Blackboard training proposal. Manfred said that in the past Blackboard trainers had come to campus and they went through a “canned” training process and were not open to questions. He also mentioned that the timing for the training was not good, since the college might move to Blackboard 6 version. In such a case, training in version 5 would be redundant.
 - Adjie also reiterated that she had not found the Blackboard training useful. Annette Kym added that the necessary training for doing the basic work was provided by the ICIT training center at the campus.
 - Michael Escott inquired if a sub committee decided on the proposals and allocations. Len added that the money was allocated to the Provost's office. Anand added that Michael Griffel was assisted in this task by various faculty members and resources from CUNY.
 - Anand commented that he had gone to a recent conference where he attended the Blackboard 6.0 training session which is specifically geared towards virtual classrooms. The server was located in the training room itself. He added that training was needed with a new product that has significant changes. The training structure could be changed wherein it is more interactive and the trainers could be given a specific set of questions put forward by the faculty.
 - Anthony said that if faculty members are being trained in using Blackboard they should then be asked to give training to the students since the tech fee is meant for students.
 - Michael said that the training came under the faculty development category. When the faculty members get trained, they eventually help the students.
 - Annette commented that teaching through technology should be the underlying issue not technology by itself.
 - Graduate Assistants: Michael informed the members that 5 Hunter College students were hired as GA's using the tech fee. They have given their email ids so that they can be contacted any time. The students selected were from the following schools:
 - One from the School of Social Work
 - One from the School of Health Professions
 - One from School of Education and

- Two from School of Arts and Sciences
- Annette mentioned how she benefited from this. One of the GA's helped her in updating her course information on the department's web site. She did not have the skills to do this herself, however the GA helped her with this. Now all the information is current on their web page and students can benefit from this.
- Manfred inquired how information about the assistants was sent out, as he had not heard of these requirements.
- Michael informed the members that the Provost's office gave the requirements to all the deans for the selection of the graduate students. The graduate students then sent an email to all the department chairs, informing them that they were available for any technical questions/training/help.

Project plans and timeline for next semester

- Smart Classrooms and Lecture Halls-
 - Anand informed the members that the due to the late issuance of the budget mechanics there was a delay in sending out the bids. By the time the bids came, the classes had started and hence the work could not commence. The vendors are scheduled to come on December 26th to do the installation. The rooms where TV/VCR/DVD will be present are c109hn, c110hn, c111hn, c112hn, c113hn, 504hw, 505hw, 506hw, 507hw, and 508hw. Wiring in these rooms will also start this month.
 - The smart class rooms are W224, W424, and W603. These rooms were suggested by the registrar.
 - There will be a certification process by which the instructors will undergo a training program before they use these smart class rooms. This is to ensure that they utilize the technology in these rooms to its fullest capacity.
- Software Licensing:
 - Hunter had the Microsoft contracts reviewed by the purchasing department and is now in the process of placing the order for a site license for Microsoft suite. There is an agreement with CUNY that if CUNY or the State should sign a new contract which has better terms than the one at Hunter, then Hunter will be allowed to avail itself of those terms.
 - Manfred inquired if Eudora was a part of the contract. Anand said that Eudora is being covered separately from the ICIT budget. Eudora has new licensing changes which would require more money. Eudora licenses are traditionally purchased in conjunction with CUNY. CUNY will inform ICIT about these changes and a decision will be made soon after that.

General discussions and other issues:

Len asked the members if they had any other items to discuss.

- Anthony commented that compared to other colleges, there were very visible technology related changes when the students came back to Hunter from the summer break. That was a positive thing. The students liked the PAC's and were pleased to note that they came from their technology fee.
- Anthony expressed his concern about charging students for printing. He said that students should not be asked to make additional payments over and above the technology fee, particularly since they did not generally have to pay for it before. He also expressed his concern over the problems with using dot matrix printing. As opposed to laser printers, dot matrix printers do not align correctly. The students are reluctant to use the laser printer as they have to pay for it.
- Anthony said that the printer at the Student Resource center area was still offering free printing and students were now crowding at that area for their printing needs.
- Sharon Neill informed the members that the purchasing dept. is monitoring the vendor and reviewing the usage. The information is being collected and they would be able to give more details next semester.
- Claudia inquired who the vendor is and who made the decision for selecting the vendor.

- Louise said that library had always used Copico for their printing. Their printing charges came down from 15¢ to 7¢ and hence they benefited from the Technology fee subsidy.
- Manfred commented whether outsourcing was a smart idea and if we could have done the same internally and provided better service.
- Sharon also said that she is collecting information from all the lab administrators to see the performance and issues. She said that the lack of any control of printing may make students print needlessly and not take responsibility for waste.
- Len informed the members that this decision was based on discussions last year. The committee will look into the issue again and see if there is a better alternative. However no changes are being made to it for the present.

The meeting was adjourned at 5.15p m. The next meeting will be scheduled for Spring'03.

President's Advisory Committee on the Use of Technology Fee Meeting

Date: Wednesday, 26th March 2003

Start Time: 3.30 PM *End Time:* 5:45PM

Location: President's Conference Room

Attendees:

Jason Ares, Eija Ayravainen, Vidya Chandran, Sandra Clarkson, Marilyn Daley-Weston, Valeda Dent, Martin Dornbaum, Michael Escott, Kate Garnett, Michael Griffel, Adjie Henderson, Manfred Kuechler, Annette Kym, Arlene Levinson, Susan Morgulas, Sharon Neill, Anand Padmanabhan, Anthony Pappas, Anthony Picciano, Richard Pizer, Anthony Sainz, Louise Sherby, Bill Sweeney, Len Zinnanti,

Introduction:

- VP Len Zinnanti welcomed the committee members and distributed copies of the FY 2003 Technology Fee Budget reconciliation projections as of March 26th, 2003.

FY 2003 Tech Fee Budget Projection

Len stated that the original annual budget was estimated to be \$2.3 million. During the December 6th, 2002 meeting, it was estimated that there might be a revenue shortfall this year of approximately \$ 100,000-200,000. Based on the billing and collections from Fall'02 and from projections for Spring'03, the revenue shortfall projection still remains at \$ 100,000-200,000.

- Len made the following comments:
 - Bulk computer purchasing contracts that CUNY had entered into resulted in projected savings of \$145,000.
 - Delays in hiring both full time and part time provided a projected savings of \$228,000.
 - The budgeted printing costs were \$50,000. However due to unexpected high usage, the cost from the technology fee is expected to increase by \$30,000.
 - The proposed cyber café did not call for additional purchasing since this project was subsumed by new computer purchases. Hence the \$100,000 proposed for the café is being used for the wireless project.
 - The estimated rollover from this year to the next fiscal year will be between \$123,000-\$223,000, taking into account the \$78,000 contingency which has not been used.
 - CUNY will undertake an audit of the collections and expenditures for FY 2003.
 - As a guideline, CUNY has informed the colleges that we have to spend at least 90% of the money allocated for this fiscal year.
 - Hunter College's estimated roll-over is well within the limit set by CUNY.
- Questions were raised by Manfred Kuechler and Anthony Pappas on the additional expenditure for printing.
- Len explained that the figure had gone up because of higher usage than initially expected. The information on the billings and collections is still coming in, as of now the data is incomplete.
- Manfred requested more details on the expenses.

- Anthony Picciano requested that the expenditure numbers be applied to the original list of items, so that it would be easier to understand.
- Bill Sweeney inquired if the committee was going to reconsider the contracting of the printing. Len replied that the contract went into effect on June 1st, 2002 and data is still being collected for review.
- Manfred commented that \$5,000 should not be required for replacing existing computers. Anand replied that that the new computers were priced \$5,000 and replacement computers were priced at \$1,000. The \$5,000 included other costs besides the computer, like wiring, painting, furniture etc.
- Manfred inquired why there was a delay in hiring of the Instructional Designer position. He said that this position was important in providing support to the faculty. Anand informed the committee that there were some problems with the paper work. Initially the line was a Civil service line. However this line had to be resented as a HEO line since it was instructional.
- Adjie Henderson commented that many of the faculty members do not have new computers. She requested that some money be used to provide new computers to them. Sandra Clarkson commented that the extent to which faculty can use technology to help students is partly driven by the extent of access that they have to computers, hence the committee should look at providing computers to faculty. Len said that the technology fee money was primarily to meet the student's needs. However there is a Faculty Development part of the technology fee which is directed towards meeting the faculty's needs.

FY 02-03 Status

- Software Licensing –
 - Microsoft:
 - Anand informed the committee that the College has signed the Microsoft licensing contract. The original contract was for one year and that had to be changed to six months, since the College's fiscal year starts on July 1. Once the contract is signed by Microsoft, all computers in the College can be installed with the Microsoft Office client software.
 - Anand clarified that the software can be installed on both desktops and laptops as long as they have a CUNY tag.
 - At Anthony Picciano's inquiry Anand informed that the College had other licenses like McAfee, Mathematica (CUNY contract), and Eudora.
- Smart Classrooms:
 - Four smart classrooms are being set up, three at the 68th street campus (224hw, 424hw and 603hw) and one at Brookdale.
 - The smart classrooms were not set up earlier because of time constraints. They are scheduled to be set up during the Spring break.
 - At Manfred's inquiry Anand explained that a smart classroom is comprised of lectern with a computer, VCR, projector, speaker system among other items. This eliminates the need to transport systems to the rooms when classes need them.
 - The list of rooms which are being set up as smart classrooms will be sent to the registrar.
 - At Annette Kym's inquiry about faculty training, Anand informed the group that the faculty will have to go through a training program to get certified before using the smart classroom.
 - Anthony Picciano commented that they have one set up at the School of Education and it works very well. They have dual projectors. Anthony recommended using dual projectors in case one of them fails.

- At Manfred's inquiry Anand confirmed that laptops can be hooked to the system. The system has a Crestron unit which facilitates the use of all the units connected to the system.
 - Anthony Pappas said that 224hw was one of the classrooms that his club uses and asked if they would be affected if the room now becomes a smart classroom. He also wanted to know if they could use the VCR. Anand said that they can still reserve the room. If they need help with the unit, they can contact the A/V dept who will have people assigned to help with these rooms.
 - Sandra commented that the microphone is usually not easy to locate. Anand informed Sandra that she can make use of the Crestron for this.
 - At Arlene Levinson's inquiry, Anand said that one smart classroom is proposed to be set up at School of Social Work during the next fiscal year.
- Wired Classrooms
 - Thirty three classrooms have been wired so far- c109hn, c110hn, c111hn, c112hn, c113hn, 504hw, 505hw, 506hw, 507hw, 508hw, W509, W509A, W509B, W509C, W404,W405, W406,W407,W408,W409,W410.W411,W412.W413, W204, W205, W206, W207, W208, W217, W113, W116, W117. The faculty can use any of these rooms to connect to the internet using the nomads.
 - TV/VCR Classrooms
 - Initially 10 TV/VCR's were budgeted. However when the project was bid, we were able to get 20 classrooms done for the same price. The classes where TV/VCR's have already been placed are:
 - Hunter North Building: C109, C110, C111, C112, C113,
 - Hunter West Building: W504, W505, W506, W507, W508.
 - The remaining 10 will be set up at 68th street campus (7) and Brookdale (3) during the spring break.
 - There have been no complaints from anyone regarding these rooms. The only issue with these units is that the channel has to be set on 3 to view video or DVD's. Sometimes students change the channels. ICIT has its staff making rounds to ensure that the channel is set on 3.
 - SNet helpdesk
 - Anand informed that the SNet help desk has been providing continuing support to the students and faculty.
 - Student can sign for training sessions. The SNet has a small training area in room 109hn with three computers. Training is also given on an ad-hoc basis. There are many senior citizens who take advantage of this facility.
 - SNet helpdesk will also be taking over the night shift at Brookdale lab.
 - Proposals:
 - Anand informed the members that the proposals from Student Services (Wellness Education Program) are being purchased and implemented
 - Anand met with Valeda Dent to discuss the "VOILA" project.
 - The scholarship project has already started and development is ongoing.
 - Wireless Project:
 - Anand informed the committee that a wireless set up has been done at Brookdale as a pilot. Students who have wireless enabled devices like laptops with a wireless card can now be part of the Hunter network by authenticating to this network using their SNet username and password

- At Brookdale, wireless is available in the third, fifth and seventh floor lounges. There are two access points (AP) running on 802.11b protocols. These go to a Bluesocket unit which authenticates the students using their SNet id.
- Manfred inquired why access was provided only in the lounges and not in the rooms. He said that this prevented the users from doing serious study work from their rooms. Anand informed the committee that the entrance to the hallway of the rooms is a fire rated and this blocks the signal. The signal of the AP was reduced and not set to 100% because it was sending signals across the street. Also the system was put into place as a pilot to see if there would be any problems. Next year installations will be made at more public places. There were some problems with the two Bluesocket units not being synchronized and students getting dropped off after 10:00 pm.
- Wireless access is going to be provided at the following locations at the 68th street campus this fiscal year.
 - Third floor west cafeteria.
 - One floor on the library
 - Tenth floor- ICS lab
 - West lobby
 - Fourth floor west
- Sandra inquired if faculty has access to wireless. Anand said that they do not have this access at present. However during the summer, ICIT is planning to put into place a system for authenticating faculty and staff.
- Student Web Server:
 - This has already been purchased. ICIT is working with Howard Tarragon from Student Services to set up the web server to help the students.
 - Anthony Pappas commented that he is having problems with the present system since only one person is given access to it. Hence it does not get updated frequently.
 - Anand informed the committee that the SNet Help desk students will be trained to help create pdf files, develop websites, etc. So if there are clubs where students do not have the tools or the skills to do this, they can go to the help desk.
 - Anthony Pappas inquired if he can get any help for now, or if access can be given to more than one person for updating the server. Eija asked Anthony to contact her or Howard Tarragon about this.
 - Sandra inquired why Dreamweaver was being used instead of other software like Frontpage. She wanted to know how students would pay for the software. Anand informed the committee that using Frontpage requires Frontpage extension on the web server. These extensions only run on a windows web server and most servers at Hunter College are UNIX based. Dreamweaver is server independent. Eija said that students can buy the software from the activity fee.
 - Manfred commented that Dreamweaver was good, but it is difficult for a casual user. He suggested looking for other free software which is less difficult. Anand said that the students are free to use any software they want; there is no mandate to use Dreamweaver.
- Assistive Technology
 - \$5,000 had been assigned under this section. This was used to buy four new machines for the Access Center as per their request.
- Library: Anand requested Louise Sherby to report on this item.

- Louise informed the members that the library added over 30 databases using the technology fee funding.
- The library had set aside \$18,000 for purchasing the Sage journals; however the actual cost was \$23,000. The library has requested an additional \$5,000 from the budget and it was approved.
- Louise got some statistics about the usage and found that:
 - The philosophy index was being used the most.
 - There is an additional need for licenses for the database ‘opposing view point’. The company has suggested that if CUNY combines all its school purchases of the licenses, the colleges would then have unlimited access.
- Manfred commented that the ‘opposing view point’ database encouraged plagiarism
- Faculty Development: Anand requested Michael Griffel to report on this item.
 - Graduate Assistants:
 - Michael informed the committee that five graduate assistants had been hired for to assist the faculty in technology initiatives. Two have been appointed for the School of Arts and Sciences and one for each of the other Schools. Michael has received some good feedback from the Deans and read some of the letters that were sent to him.
 - Wireless cart:
 - A wireless cart has been purchased and is ready for use. The cart has multiple laptops. Faculty can interact with the training instructor using one of the multiple laptops delivered to the department via the cart. The instructor can use the Internet, PowerPoint, video and audio links as well as Blackboard to enhance the learning environment
 - Michael and Anand are working with the Deans to inform the faculty about this. Plans are in place to purchase another unit for the Brookdale campus also. However, this will be purchased after checking the response to the cart at the 68th street campus.
 - The contact person for the cart will be Mike Nisbett at the Training Resource Center.
 - Training:
 - A Blitz week was conducted during the week of January 21st. One hundred and forty four faculty members attended the training and about 133 courses were taught during the week. 58 Bb courses were set up during this week.
 - Provided one on one training to many faculty members. Plans are to conduct another blitz week before each of the two summer sessions.
 - Training will also be scheduled for using smart classrooms, TV/VCR’s etc.
 - Anthony Picciano suggested that training on Bb should continue even after Blitz week to maintain continuity. He said that the training should be more pedagogical, not just technology related. Manfred agreed saying that faculty should be given support on using Bb extensively. For this he reiterated the need for the Instructional designer.
 - Anand informed the members about another tool for training: e-training. Hunter was able to purchase some licenses on e-training, which will provide web based training on basic office productivity tools like Word/ Excel / Project, etc. ICIT is working with Joan Tronto who will come up with the training path.
 - Blackboard:
 - Sandra inquired if CUNY will be moving away from Bb. Anand said that CUNY has made the commitment to continue with Bb.

- Sandra inquired if standard specifications for computers and other hardware can be made available for students and faculty. Anand said that he will have the specs up on the ICIT webpage.
- Anthony Picciano inquired if additional resources will be available once the school moves to the new version of Bb. Anand informed the members that Bb 6.1 uses the concept of “virtual colleges”, so that each college is still responsible for setting up courses, etc. However, the back-end database and application servers and the network are going to be supported by 57th street. Four new people are going to be hired specifically for Bb support by CUNY.
- At Manfred’s inquiry, Anand confirmed that the present servers will continue to remain operational for at least a semester after the new system comes into place. He said that data migration from the present system to the new system would be part of the contract. Even though the new system has enhancements, the interface is not very different from the old system, so faculty should not have difficulty using the new version.
- Anand informed that he has requested a new Sun system to help with the present poor performance at Hunter’s Bb server.

- FY2004

- Copies of the proposed budget for next fiscal year were distributed to the members. Len said that the items on the list were the essentially the same as initially proposed.
- New Computers: Search is on to identify suitable locations for placing the new 100 computers. The distribution plan is as follows:
 - 65 at 68th street campus
 - 20 at Brookdale and
 - 15 at School of Social work.
- Replacement computers: there were no plans to replace computers in the original plan. However based on the responses from lab managers it was found that there were about 400 computers in public labs that were old and needed to be replaced. Savings from this year were used to replace 200 computers in the current year. 200 computers are proposed to be replaced during the next fiscal year. At Mike Escott’s inquiry, Anand confirmed that the old computers will be redeployed to users who need them.
- Software licensing: Manfred questioned the \$100,000 towards Bb licensing. Anand explained that CUNY will be charging a “per users” license to use Bb.
- Smart Classrooms: One is going to be set up at the School of Social Work.
- Len said that items 4, 5, 6, 8, 9, 13, 14 and 15 are per the original proposed plans.
- The library’s share has gone up by \$5,000 to account for the additional cost from Sage publishing.
- Printing:
 - The printing amount has been revised to \$80,000 to reflect the current cost.
 - Anthony Pappas requested that the committee reconsider charging the students for printing in light of the tuition hike. Len said that various reasons had been cited for setting up printing charges (for e.g. paper wastage). Anthony suggested allowing free printing at a few more labs and to have someone monitor the printing.
 - Anthony said that the printer at the Student Resource center area was still offering free printing and students were now crowding that area for their printing needs.

- Len said that the statistics were being collected on usage. Sandra inquired if it would be possible to differentiate between the printings that were done for class requirements vs. other printing. Sharon Neill said that the usage is based on printer location and hence this would not be possible. However she said that the lab technicians have the ability to make students print without charge if they are printing for the class.
- SNet server maintenance: Anand said that a lot of hardware was purchased for SNet set up. Hence some money had been set aside for its maintenance.
- Internet2: Internet2 is a consortium being led by 200 universities working in partnership with industry and government to develop and deploy advanced network applications and technologies, accelerating the creation of tomorrow's Internet. CUNY is taking up the majority of the cost to bring this service to Hunter; Hunter College has to only pay for the license. CUNY is planning to go forward with this sometime at the end of this summer. Anand distributed handouts about Internet2 on its applications in teaching and learning, Arts and Humanities and Health Sciences.
- Other Issues:
 - Anthony Pappas inquired if it was possible to increase student participation within the committee. Presently he has been the only one to attend the meetings.

The meeting was adjourned at 5.45p m.

President's Advisory Committee on the Use of Technology Fee Meeting

Date: Thursday, 15th May 2003

Start Time: 3.00 PM End Time: 4:45PM

Location: President's Conference Room

Attendees:

Jason Ares, Eija Ayravainen, Vidya Chandran, Sandra Clarkson, Marilyn Daley-Weston, Martin Dornbaum, Michael Escott, Judith Friedlander, Kate Garnett, Harriet Goodman, Michael Griffel, Adjie Henderson, Manfred Kuechler, Annette Kym, Arlene Levinson, Susan Morgulas, Sharon Neill, Alicia Outridge, Anand Padmanabhan, Anthony Pappas, Anthony Picciano, Richard Pizer, Louise Sherby, Laurie Sherwen, Bill Sweeney, Len Zinnanti

Introduction:

VP Len Zinnanti welcomed the committee members and distributed copies of the agenda and the President's Advisory Committee member list.

CUNY Audit:

Len informed the members that in April 2003, CUNY did an audit of the collections and expenditures for FY 2003 and the operating practices. No discrepancies were found. Len will provide the outcome of the audit when it becomes available.

FY 2003 Status

Anand gave an update on the developments since the committee had met last.

- Replacement Hardware:

- About 150 computers were replaced at various labs. Discussions were held with the managers in the various open labs to get an estimate of the number of computers in their labs that were greater than 3 years old and needed to be replaced. Based on the responses from lab managers it was found that there were a large number of computers that needed to be replaced. The following labs were provided with the replacement computers:

▪ Chanin Language center	:	60
▪ Dolciani Math Learning Center	:	52
▪ Physical Sciences Lab	:	15
▪ Reading and Writing Center	:	06
▪ ICS -lab B	:	16

More computers will be replaced in the next fiscal year.

- Software Licensing –
 - Microsoft: Anand informed the committee that the College has received the Microsoft licensing contract. The original contract was for one year and that had to be amended to six months, since the College’s fiscal year starts on July 1, 2003. ICIT will put a procedure into place for distributing the software across the college. The software and an agreement will be distributed to all lab managers.
 - Since the Microsoft agreement was reduced from a year to half a year, the remaining funds from this budget were used to purchase the full Adobe Acrobat license for all open labs.

- Blackboard server: There were major performance issues with Blackboard in Fall 2002 and this semester. New SUN microsystem hardware was purchased last month and the Blackboard application was installed on it during spring break. The application performance has improved significantly since then.
 - At Anthony Picciano’s inquiry, Anand confirmed that CUNY is going to centralize Bb. However during the first year, Hunter College will run its own Bb server in parallel.

- Library: Anand requested that Louise Sherby report on this item.
 - Louise informed the members that the library has bought access to various online databases during the year and they are popular with the students.
 - Louise requested the members to make suggestions on how the community can be informed about these online databases that is available at the library.
 - Eija informed Louise that this information can be sent to students using email.

- Faculty Development: Anand requested that Michael Griffel report on this item.
 - Michael informed the members that 300 e-training licenses for about 150 office productivity titles are being purchased for the faculty. The faculty will be given a license for a period of time, and they can finish the training at their own pace. Kate Garnett informed the members that e-training has been very helpful and recommended that they utilize this tool.
 - New computers have been ordered for faculty. These computers will be given to existing faculty with outdated and very old computers who will incorporate technology into their teaching. Michael is working with the Deans to get this list of faculty.
 - Michael informed the members that students have been hired for a period of 6 weeks to work with departments to develop/update departmental websites. Departments can now use this to keep their websites updated.
 - Two blitz weeks will be conducted before each of the two summer sessions.
 - The Technology Resource Center’s PC and Mac and some software have been updated to facilitate faculty training.
 - The faculty training center in the library has been updated with 10 new computers; 9 PC’s and 1 Mac.
 - At Anthony Picciano’s inquiry, Louise informed the members that the center was initially used by adjuncts. It is used by faculty on an ‘as needed’ basis. There is no display system so faculty cannot use it for making presentations.
 - Michael is working with Joan Tronto and Anthony Picciano to identify a faculty member who can conduct Bb training on an ongoing basis.

- Wireless Project:
 - Anand informed the committee that at Brookdale, wireless is now available in the dorm rooms and the lounges of the third, fifth and seventh floor. Other floors will be covered in the coming years.
 - Wireless access is going to be provided at the following locations at the 68th street campus this fiscal year.
 - Third floor West big student cafeteria.
 - First floor of the library
 - Tenth floor- ICS lab
 - West lobby
 - Fourth floor West

The wiring of the areas has been completed. 100 wireless cards have been purchased and these will be distributed from the library. Students can check out these cards from the library for their use. The cards that have been purchased are PCMCIA cards. ICIT will be looking at purchasing USB cards for students who use their desktops instead of laptops.
- SNet helpdesk: For the summer, the SNet help desk hours will be changed to:
 - 68th street: 9:00 am to 5:00 pm (Mon-Fri)
 - Brookdale: 9:00 am to midnight
- Email Passwords: Starting Summer and Fall 2003 all passwords generated for students email will be random and not formula driven.
 - Students will be able to change their passwords, however only the initial password will be stored in the database in an encrypted field.
 - At Manfred's inquiry, Anand confirmed that students will be able to use the same username for Bb. Anand mentioned that when the CUNY portal is fully operational there will be a single login for all services including Bb.
 - At Anthony Picciano's inquiry, Anand informed the members that the instructions on the Bb login screen will be modified to help students who have randomly generated passwords. The SNet help desk will also be trained to help these students.
- Other Issues:
 - At Alicia's recommendation of SNet using Instant messaging, Anand said that this was an option which ICIT is already looking into. However in light of all the projects that are being implemented, a priority will be set for implementing this system.
 - At Anthony Pappas's inquiry about the smart classrooms, Anand informed the members that work has almost been completed in room 224HW. However some electrical work is left which could not be completed during the spring break. The work has been held up because of the unavailability of the room due to classes. For the other 2 smart classrooms 424 HW and 603 HW, the lecterns have been back ordered.

FY 2004

Len distributed copies of

- Student Technology Fee Budget FY 2002-2003 (year1) Revised

- Proposed Student Technology Fee Budget as of May 15th, 2003

Len informed the members that Anand would go through the 2 handouts. From the current year's budget, approximately \$111,000 will be rolled over to the next year.

- Student Technology Fee Budget FY 2002-2003 (Year 1)- Revised

Anand discussed the various items in the budget.

- New Computers: Using the savings from the new computers purchased this year, the storage array network was upgraded.
- Replacement computers: Initially only \$100,000 was allocated towards replacing computers. However because of high demand, 150 additional old computers were replaced this year. The remaining will be addressed the next fiscal year.
- Smart Classrooms: Because of good pricing, 29 classrooms were fit with TV/VCR/DVD's compared to the initial plan of 10 rooms. All classrooms on the four floors of the West building were wired.
- 714W: There has been a delay in getting any work done in this room because of its high usage.
- Lab Support: The demand for support increased during the later part of Spring 2003 semester as many labs started providing extended hours of operation.
 - Anthony Picciano inquired if any support will be provided for equipment maintenance and if support will be extended to the schools that have closed labs and smart classrooms. Len said that the support is planned only for open labs now, but it can be extended to the other labs in course of time.
 - Kate Garnett inquired if instead of having 1 graduate assistant (GA) for the whole school if 3-4 students can be hired for the same amount so that they can be used to provide support for longer hours during the week. Michael Griffel informed Kate that the CUNY position that can be used in this case is a Graduate Assistant B and by collective bargaining, cannot be split between multiple students. However they can request the GA from the school of Arts and Sciences if they need more help. Len asked Kate to talk to the Provost regarding this.
- Printing:
 - The printing amount had been revised to \$80,000 to reflect the current cost. This cost could go up to \$95,000 by the end of the fiscal year as demands on printing have increased.
 - Len informed the members that data was collected through April 2003 on the usage of paper since the Technology Fee was put into effect. It is estimated that about approximately 1,250,000 sheets of papers will be printed during the year, which averages to about 45 sheets of paper per student per year.
 - Len suggested that students can be provided a prepaid card that will allow student to print 45 sheets of paper for a year. Thereafter, they will have to pay 15¢ for every sheet they print using the laser printers. The Tech Fee budget for printing will have to be increased to almost \$200,000 to accommodate this change.
 - The suggestion of increasing the subsidy from 8¢ a sheet to a higher amount instead of providing prepaid cards was also proposed by the committee.
 - At the inquiry/concerns of many members, Len clarified the following points regarding prepaid cards:

- A plan to develop a process will be put into place to distribute the cards to the students.
- The card can be used for printing as well as making photo copies.
- The administration will look into the suggestion of providing full value cards for Full time (FT) students vs reduced value cards for Part time (PT) students since they pay only half of the technology fee. There will be overhead costs associated with this.
- Students can continue to use the dot matrix printers for their other needs free of charge.
- It will not be possible to differentiate between students who are required to print high volumes of paper for their courses versus students who will not be required to print much. So all students will be treated the same and provided with equal amounts of subsidy.
 - Len will inform the President about the proposals put forth by the members.
- Anthony Picciano suggested that a proposal be sent to CUNY to take the \$8 off from the student technology fee upfront, so that the administration does not have to then spend time and money purchasing and distributing cards for printing. Many committee members however were for using the prepaid cards option since students would like the option to get some free printing.
- At Anthony and Manfred's inquiry, Len informed the committee that he will find out the term of the Copico contract. Louise said that it might be for 3 years with the option for two one year renewals.
- Internet2: Anand informed the committee that the work for Internet2 will start during the summer and that it should be available for middle of Fall 2003.
- Webserver: At Anthony Pappas's inquiry, Anand informed the committee that he will be meeting with Eija and Howard Tarragon after the end of classes this semester to discuss this. It was postponed until the end of the semester due to limited resources.

- Proposed Student Technology Fee Budget as of May 15th, 2003

- New Computers: 100 new computers will be set up in the next year. The distribution plan is as follows:
 - 65 at 68th street campus; 48 desktops in the library, 3 PAC's in the lobby of the third floor of the east building and 14 PAC's in 7th floor east lobby.
 - 20 PAC's at Brookdale and
 - 15 PAC's at School of Social work.
- Replacement computers: 160 computers will be replaced next year.
- Software licensing: This will remain the same as this year.
- Blackboard: Amount has been allocated for paying Hunter College's Bb license.
- Smart Classrooms: 6 smart classrooms are going to be set. They will be located at:
 - 4 on 68th street campus
 - 1 at Brookdale campus and
 - 1 at the School of Social Work.

The Registrar will have the list of all these rooms and the faculty can request them for scheduling their classes in these rooms. Faculty will have to undergo a one hour training

program on how to use the technology available in these rooms before they can use these technologies.

- Lab support: The entire budget remains the same as this year except the Graduate Assistants which is at \$8,808. So the amount has been revised accordingly.
- Richard Pizer informed the members that software service from turnitin.com has been added to the budget. The software can be used by the faculty in the College to detect plagiarism.
- Proposals: The option to submit proposals will be advertised more aggressively next year.
 - This year, the Deans were informed about it and they were requested to inform the chairs and faculty about it. However not all the faculty members were aware of it.
 - Sandra Clarkson suggested that the information can be put up on a website so that more people are aware of it.
 - At Bill Sweeney's inquiry about proposal guidelines, Len informed the members that the proposals should be for increasing the use of technology to serve the students. All the proposals will be reviewed by the sub-committee.
 - A request was submitted to include a student and a faculty in the sub-committee that reviews the proposals.
- New Hires: No new lines will be added in the 2nd year. At Anthony Pappas's inquiry, Anand said that the System Administrator was hired this year and is the one who is responsible for SNet. He will now take on the responsibility of managing the student websites.
- Arlene Levinson inquired about the usage of the student email system. Anand said that in the last semester 7,000 students had logged in to check emails at least once. As of last week the number has gone up to 10,000. Students have the option to FW their Hunter emails to their preferred email id.

The meeting was adjourned at 4.45p m.