

HUNTER COLLEGE

of The City University of New York

FY 2004-2005 Student Technology Fee Plan

Submitted to

The City University of New York

By

President Jennifer J. Raab

August 30, 2004



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

Student Technology Fee Plan

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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 2004 – 2005 Plan

CUNY 2004 Student Technology Fee Plan

Date Submitted: August 30, 2004 **Fiscal Year:** 2004-05

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 computer to student 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:

68 th Street campus:	35
Brookdale campus:	46
Social Work campus:	15
41 st campus	10

By installing these computers the ratio of computers to students will be reduced from 1:29 to 1:24.

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 2004-2005:	\$ 530,000
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
- SPSS
- ePortfolio
- Other Software

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 2004-2005: \$ 312,143
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 2004-2005: \$ 142,300
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 seven lecture halls (714W, assembly hall, 615W, 511W, 415W, 510N, and SSW Auditorium) 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 2004-2005: \$ 74,200

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 2004-2005:	\$ 520,610
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 2004-2005:	\$ 151,405
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 2004-2005:	\$ 106,180
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 2004-2005:	\$ 150,000
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 charge students five cents and the technology fee will pay ten cents for printing a page.

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 2004-2005:	\$ 200,000
Time frame:	Recurring

PROJECT: SNet Server Maintenance

Person 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 2004-2005: \$ 30,000
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 2004-2005:	\$ 70,000
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 2004-2005: \$ 72,100
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 be hiring three additional positions – a second instructional designer, a tech fee coordinator and a technician for the Brookdale campus.

Budget for 2004-2005: \$ 548,366
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 2004-2005:	\$ 250,000
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 2004-2005:	\$ 5,150
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 2004-2005: \$ 230,000
Time frame: Recurring

PROJECT: One-card System

Person Responsible for Project: Anand Padmanabhan

Telephone Number: 212-772-4946

Department of College Affected: All Departments

Brief Narrative:

Planning is being done to install a one-card system to help students have access to multiple services with their ID card. This system will be installed in multiple phases.

Description of Project (attach additional sheet if necessary):

The one-card system will first be installed to in-source the printing for students. This system will also be used to create ID cards and also for access control.

Budget for 2004-2005:	\$ 125,000
Time frame:	Recurring

FY 2004 – 2005 Budget Plan

BUDGET

Recurring costs (if any)
(Include maintenance costs here)

Amount
FY 2004 - 05 FY 2005 - 06 FY 2006 - 07

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

a Full Time Lines

SNet System Administrator	1			
Centralized Lab Tech	2			
Instructional Designer	1			
Tech Fee Coordinator	1			
Brookdale Technician	1			
2nd Instructional Designer	1			
		\$548,366	\$663,162	\$738,057

b College Assistant Positions

Lab Support	32	\$261,120	\$266,880	\$272,640
AV to Classroom cart moving	10	\$75,240	\$76,860	\$78,480
Smartclassroom Support	5	\$40,800	\$41,700	\$42,600
Graduate Assistants	5	\$44,040	\$45,361	\$46,722
SNet Helpdesk	5	\$49,410	\$50,490	\$51,570
Tech Fee Consultants		\$50,000	\$51,500	\$53,045

2 Consulting

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

Quantity

a Personal Computers/Servers/Laptops

New Computers/Labs (see description for details)	100	\$ 450,000*	\$ 463,500*	\$ 477,405*
Replacement of Lab Computers	80	\$80,000	\$333,000	\$333,000
Server Maintenance		\$30,000	\$35,000	\$40,000

b Printer/Scanners

-		\$-	\$-	\$-
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c Routers/Hubs/Wiring

Wireless Project		\$70,000	\$30,000	\$30,900
Internet2		\$72,100	\$74,263	\$76,491

(Included in each project if wiring is required)

4 Software

(Provide product name, if known, and estimated cost)

Microsoft, McAfee and Acrobat	enterprise	\$123,600	\$127,308	\$131,127
Assistive technology		\$5,150	\$5,305	\$5,464
SPSS		\$45,543	\$6,000	\$6,000
ePortfolio		\$30,000	\$60,000	\$60,000
Software Contingency		\$10,000	\$10,000	\$10,000

5 Library Electronic Databases

a Electronic Databases		\$109,695	\$112,986	\$116,375
b Plagiarism Detection Service		\$7,210	\$7,426	\$7,649
c ArtStor Library		\$26,500	\$8,500	\$8,500
d Bibliography Software		\$8,000	\$8,000	\$8,000

6 Furniture

Appendix

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

Title	Name	E-Mail Address
Chair, VP for Administration	Len Zinnanti	lzinnant@hunter.cuny.edu
Provost's Office	Richard Pizer Michael Griffel Susan Morgulas	richard.pizer@hunter.cuny.edu lgriffel@hunter.cuny.edu susan.morgulas@hunter.cuny.edu
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College Laboratory Technicians	Jason Ares	jares@hunter.cuny.edu
Business Office	Sharon Neill	sharon.neill@hunter.cuny.edu
HEO Representative	Marilyn Daley-Weston	marilyn.daley-weston@hunter.cuny.edu

Presidents Advisory Committee on the Use of the Technology Fee

October 10, 2003

Start of Meeting: 1:00 p.m.

Attendees:

Anand, Jessica; Ares, Jason; Clarkson, Sandra; Cohen, Shirley; Daley –Weston, Marilyn; Dent, Valeda; Dornbaum, Martin; Escott, Michael; Henderson, Adjie; Kuechler, Manfred; Levinson, Arlene; Morgulas, Susan; Neill, Sharon; Outridge, Alisha; Padmanabhan, Anand; Pappas, Anthony; Sherby, Louise; Smith, Jacquelyn; Zinnanti, Len;

VP Len Zinnanti welcomed the committee members, distributed copies of the agenda and the President's Advisory Committee member list and asked everyone to introduce themselves. Len informed the committee that the 2003-2004 Technology Fee Plan was accepted by CUNY and that the state auditors did an audit of last year's Tech Fee project.

FY 02-03 Status of projects rolled over from FY 2003

Anand Padmanabhan gave an update on the completion of 714 Hunter West technology upgrade

- Furniture Delivery took over 5 months
- Getting into the room for 3 consecutive days is an issue. There are several scheduling conflicts including classes that have been scheduled in the room. We are planning to do small projects instead of doing this as a whole project, e.g. doing the projector setup and the audio setup.
 - o Projector / Audio System – Separate project.

Anand gave an update on the position for Instructional Designer position.

- The search conducted came up with 45 candidates that was short listed to 25 for the Search Committee to review. Out of the 25, 6 were chosen for a phone interview. From the 6, 4 were selected to come to Hunter for a face to face interview. They gave a one hour presentation to the Search Committee, faculty, a one hour interview with the Search Committee and ½ hour with Anand. Anand explained that the Search Committee reported back with no final candidate and that the position will be posted again.
 - o Sandy Clarkson asked how much the position was being offered at?
 - o Anand explain that this is a HEO associate position.
 - o Manfred Kuechler informed that after reviewing the tapes of the candidates, and seeing the job description, he commented that the job description was too broad and long. Manfred also suggested the committee re-think the main points of the job description and to use better advertising.
 - o Anand will revise the job description and he will ask HR and others to help out with advertising.
 - o Len inquired if the salary being offered met the technical requirements of the position.
 - o Manfred discussed that the skills needed and the technical demands required, need to be special to that of education. The person hired should have skills in the area of education.

- Manfred suggested that the position should be a full HEO.
- Sandy suggested that it be put in as a faculty ½ or 2/3 appointment.
- Anand explained that for HEO Associate the candidate must have a minimum of 6-7 years experience per CUNY standards.
- Michael Escott asked how it currently matches with the salary paid for other member's of ICIT.
- Annette Kym commented that this position should be an upper level of technical and pedagogical skills.
- Anand suggested that maybe the title "Instructional" be removed so that the position can be moved to a civil service line.
- Len informed the committee that when a revised job description is ready, he will have Anand send it to the Tech Fee Committee for review.

FY 2004

New Computers

- Anand informed the group that 52 PAC's have been distributed across the 3 campuses.
 - On 68th St. Campus – 7th Floor East, 11th Floor West and Common Lounge
 - Brookdale's are located outside the library.
 - School of Social Work – in the mail room and student lounge.
 - Manfred asked if the computers have internet access. Anand responded that they are fully connected.
 - Alisha Outridge asked how this is being advertised to the students. Anand said that an email will be sent to the students.
 - Arlene Levinson stated that the Social Work students don't know what the computers are for. Anand replied that they are for quick access of information, like email and the web and not for writing papers.
 - Len requested suggestions for new placements for next year.
- Anand informed that there were 48 desktop computers installed for students to do their class work.
 - Computers are installed on the 1st floor and B1 Level of the library.
 - They will have printers available for printing
 - The computers will have the same set of standard software that is available in the labs.

Replacement Computers

- Anand informed the group that 160 computers were replaced, 130 in the library and 30 in the ICS labs.
- Anthony Pappas inquired about the disposition of old computers. If there are extras can they be given to the various clubs around campus?
 - Anand explained that if approval is given by Mike Escott, then their names will be placed on a list and when computers become available, they will be given to wait listed individuals / departments / clubs etc.
- Sandy inquired about the restrictions for disposing of the computer equipment. Anand explained that ICIT will issue procedures in order to dispose of computers

- Annette asked about the machines that are being upgraded or switched, if ICIT is having the hard drive cleaned and cleared of all information. Anand replied that all of the machines that come through ICIT will be cleaned of data on the computer hard drive.
- Dean Shirley Cohen requested if Anand can give the procedures to faculty so that they can clean their home computers of the email data when they get rid of their computer.
- Arlene asked where the data for the PAC's are stored. Anand replied that they are stored on the central server.
- Alisha stated that at least 2-4 machines in HW are locked up every day between the hours of 4-6 pm.

Software License

- Anand mentioned that the license for Microsoft Office has been renewed for the current year. He also added that the antivirus license that was paid last year covered this year. The renewal of this license will occur next year.
- SPSS
 - o CUNY will no longer renew the SPSS license. Most of the public labs have it, and many faculty have this software. Anand inquired if this is something that the group would like to add as part of the tech fee.
- Manfred asked when the last payment from CUNY is scheduled. Anand informed the group that it is June 2004. Anand said that the final license code will make the software perpetual. Also, Anand explained that the price of SPSS has increased. 600 licenses for the 1st year is \$35,000 plus 10% - 18% each additional year for maintenance.
- Manfred asked what will happen to the faculty who have copies on their home computers? Will tech fee pay for those licenses also? Anand explained that the 600 licenses will cover the faculty who currently have them. Manfred explained to the group that the students and faculty can not be without this statistics software.
- Sandy asked why CUNY was stopping the payments. Anand informed that there are several costs associated with it and CUNY wants the colleges to pay for it directly.

Smart Classrooms

- Anand informed the group that the contractors can not access the classrooms because of the events scheduled there, the furniture has not been delivered yet and when the rooms are available the classrooms will be done. Rooms complete are 224, 424 and 603 in the West building.
- Adjie asked if this is a complete list of the Smart Classrooms. Anand informed the group that he does not have the list for the Arts and Sciences rooms. Adjie will get Anand a list for his reference.
- Sandy informed the group that there are many broken desks and chairs in some of those rooms. Len asked Sandy to provide him with a list of rooms with broken equipment.
- Manfred informed the group that in room 108 the electrical contractors came in and took out the light switch. Anand will have the switch restored.

Wired Classrooms

- Anand informed the group that 75 classrooms in Hunter North and Hunter West are completely wired. Anand explained that when the rooms are used faculty will need a password to access the network, ICIT is moving to have them on a secure network.
- Wireless Carts – 41 requests have been made to date. Anand explained that the cart has 20 laptop computers, a projector and wireless access to the network.
 - o Manfred inquired if the cart is booked all of the time and can information be sent to the faculty to inform them of this new resource.

TV / VCR Classrooms

- Anand informed the group that 27 classrooms are fitted with TV/VCR/DVD. 22 classrooms in Hunter West and 5 in Hunter North.
 - o Annette asked for the list of these available classrooms. Anand informed that the list is on the web under the ICIT site in the FAQ section. Also Marilyn Daley-Weston has a copy of the rooms.

SNet Helpdesk

- Anand informed the group that since September 1st, The SNet helpdesk had received 1,386 work orders on Blackboard, the PAC's and e-mail.

Wireless Project – wireless services are available in the following locations:

- 68th St. campus, Hunter West
 - o 1st, 3rd, 4th, 5th & 7th floor lobby.
- W714 lecture room.
- Students can use their SNET username & Password to access the wireless network.
- Anthony inquired about templates for the Student Server. Anand said the 1st phase was to move to the new web server, 2nd phase was to move to “clubname.hunter.cuny.edu” naming convention, 3rd is to create templates.
 - o Alisha informed the group that the students at Brookdale do not know how to use the wireless card, She suggested that the SNet person be trained in how to set it up, since the library can not provide this assistance. Anand stated that he will have training setup and will have the SNet technicians at Brookdale retrained.
- East Building library 1st floor and 3rd floor lobby are wireless enabled.
- North Building – outside of the 1st floor outside Honors area, 2nd floor Financial Aid and Registrar Office, 3rd floor lobby and 10th floor ICS labs.
- Brookdale floors 2-9.
 - o Alisha informed the group that students did not know what the devices were so they were unplugging them. Anand said that he has put paper flyers in every dorm room giving information on how to setup the wireless on their computer.
 - o Manfred asked if wireless can be used in the rooms. Alisha stated that only on floors 3&5 can they be used in the rooms. Anand had the signal increased to help this problem. Alisha has been collecting data on the rooms that can and can not use wireless. Alisha stated that since most of the people in the rooms can not use it they are going to Verizon and other carriers. Anand stated that he will recheck the signal and will also strengthen it. Anand will also have another analysis done on the dorm.

Library

- Louise Sherby informed the group that they now have access to “classical.com.” Also they are requesting 2 additional titles (Art Index and Applied Sciences and Technology).
- The library purchased the license for Turnitin.com. Mike Nisbett has offered more training sessions.
 - o Manfred inquired as to what product evaluations have been done for Turnitin.com. Manfred stated that Turnitin.com is in violation of copyright infringement as they keep the students papers without their consent.
 - o Len inquired if the group knew of any other services that can perform the same functions that are not storing the documents. Eija stated that the other services were not as good as Turnitin.com.
 - o Alisha stated that the students do not know that their papers are being stored and wanted to know if the students have any rights not to have their information posted on the public servers.
 - o Manfred inquired as to the process that was taken to approve of this decision.
 - o Mike informed the group that it was approved at the last tech fee meeting.
 - o Anand stated that he would work with student services / library / faculty to create a survey.
 - o Eija mentioned that CUNY has setup a committee to study plagiarism. CUNY wants to have strict academic integrity and processes to handle this issue.
- Valeda updated the group on the VOILA project. Voila is a library project that stands for Virtual ORSEM Information Literacy Assessment.
 - o Manfred stated that he tried to use VOILA and that he was not able to log into the site. Valeda explained that it is password protected. Manfred asked if this is for all students or just the ORSEM students? Valeda informed the group that they are in the pilot phase and that it is currently only for the ORSEM students. Grades are sent by email. Tutorials can be sent to anyone who wants to try it.
- Faculty Development
 - o Susan Morgulas reported that we are purchasing a wireless cart for Brookdale.
 - o Faculty Development will hold 4 Blitz weeks.
 - Anand announced that there were 200 walk-ins for technology support, 157 Blackboard courses were created during those 2 weeks of Fall 2003 blitz week.
 - o Susan informed that when blackboard 6.1 is ready the plan is to get an expert from Blackboard for 2 weeks for training. CUNY will not roll out Blackboard 6.1 until next semester.
 - o Sandy explained that she had gone down for Blitz week with her documents and that there was only one scanner to use. Will there be more equipment for use next time? Do we have access to Acrobat? Also when she was there the CA’s told her that if she brings down the documents in electronic format it will be easier to import into Blackboard. Anand informed Sandy that she has to buy the Acrobat license for her computer from the department funds, but that there is access to this software in all the computer labs. Anand also explained that all the faculty needs to do is to provide the CA’s with the documentation and any specific details and the CA’s will put everything together.

- Sandy stated that there was only one Mac, and asked if there will be more this year? Anand said that due to space limitations more machines could not be added in the TRC. Alisha asked if the 6.1 version of Blackboard would be faster? Alisha stated that around 11 pm every evening she seems to be kicked off the system. Manfred stated that an \$80,000 server was purchased. He only recalls one time when he encountered any problems, not CUNY related. Manfred stated that he has been very happy with Blackboard and that it has been running quite well. Manfred asked if the 57th St. campus has hired people yet to help support this. Anand stated that two people were hired. Manfred asked if it would be up and running for the Spring Semester. Anand suggested that some of the faculty pilot the 6.1 version on CUNY if CUNY brings the system up in Spring '04 to get some feedback on the new system. Manfred explained that the version 6.1 has not been released yet, they are still at version 6.011. Manfred stated that 6.0 is a better version and that before 6.1 is implemented that training be given and that the servers be ready to support a full implementation. Manfred suggested that the Booklyn campus implementation be looked at for transition guides since they have documented all of their issues and concerns.
- Jessica Anand stated that Blackboard was using her old ID# information. Anand explained that until last year we were using part of the SSN to create the password and currently SSN's are not being used to create passwords. Now that we have stopped using the SSN we are creating a random password for all new freshmen as of Summer '03.
- Susan continued and mentioned that Hunter has purchased a 300 site license for My Skill Source, it is currently only given to Faculty. If all of the licenses are not used by the faculty some of them will be given to Graduate students to aid them with teaching.
- Tech fee interns are being offered to help each of the departments set up or update their web sites.
 - Anand informed that there were 9 departments who volunteered to change their content and design last year. This project was a huge success.
- New computers will be purchased to replace the older machines for existing faculty.
- Susan also informed the group that one of the plans is to create a 5 year plan for faculty development. A person will be brought in to do the study and the analysis of this data. Sandy suggested that the Instructional Designer should do the study and analysis for the Faculty Development.

Printing

- Pre Paid Copico cards have been given to 4,208 students. \$5.00 cards are given to full time students and \$2.50 cards for part time students. Anand believed that once mid terms and final exams come more of the students who did not pick up their cards will pick them up.
 - Alisha inquired as to if this service is being advertised. Anand explained that here are signs in the open labs and also on the card vending machines Alisha stated that USG would help out with the advertising at Brookdale. Anthony suggested that the group see how many cards are used this semester and then re-evaluate this service for next year.

Degree Audit System

- Anand explained that the system will help to ensure that the students graduate on time and with the proper courses that they need to graduate.
- Len explained to the group that the final cost of this service could be up to \$300,000. Len has spoken to the President and she has offered to pay for part of the cost by contributing her funds. This would limit the cost to the technology fee to \$150,000.
- Eija explained to the group that there have been several course catalogs over the past few years and that it is a terrible disservice to the students not to aid them. Students need to have real time advisement from not only their advisors but from a tangible system that the school will stand behind.
- Anand explained that this includes system, software license, creating rules for the current and past catalog.
- Louise asked if this amount is with the discount. Len replied yes this is with the discount.
- Manfred asked about the real time information and who will be responsible for the programming. Anand explained that the new rules will be added by the Degree Audit Department and when these rules are created.
- Manfred asked why it costs so much. Marilyn explained that the company comes in and codes the 1st two catalogs. Other companies do not do the programming and so it takes the colleges 4-5 years to implement the system fully. The time saved is where the extra cost comes in.
 - o Adjie asked where the data comes from. Anand informed her that it comes from SIMS.
 - o Sandy asked who will do the next catalog. Marilyn responded that the data will be imputed by the Registrar.
 - o Sandy asked if Hunter will guarantee the printout. Eija stated that it will be correct..
 - o Sandy inquired about the human decision aspect - waivers and substitutes. How will this be determined? Marilyn discussed that the students will still have to meet with their advisors, if there is a course that will be used as a substitute then the advisor will make the change in the system and the system will keep that record in its history. It will be on a case by case basis. Advisors will have the right to make substitutions. Anand let the group know that the students information will be available to all advisors, if the student has more than one major.
 - Sandy asked if the system can be overridden. Marilyn said no, it can not be overridden just updated.
 - o Mike stated that the level of frustration and anxiety that is felt by the student on this topic is overwhelming and that any product to help the students graduate on time is worth the money. Other members agreed.
 - o Alisha asked how much of the cost is allocated by tech fee. Anand replied that there is up to \$150,000 allotted from the tech fee budget.

Email Passwords

- Anand informed the committee that for security purposes, students will not be able to see their password on the web by using their student ID and DOB. Student will have to go to the SNET helpdesk with an ID for their passwords.
 - o Anthony asked if that is only for new students. Anand said that it is for all students.

- Eija encouraged everyone to let the students know that most of the campus information disseminated is by email and not by paper.

FY 2003 Tech Fee Budget

- Len distributed the FY02-03 budget with variance, FY 03-04 plan and the five year plan ending in '08.
- Len discussed the variance between the plan and what was spent. Rollovers, due to project delays and hiring, totaled \$445,000.

FY2004-2008 Budget

- Len explained that last year there was 1 computer for every 40 students. In the year 2005 there will 1 computer for every 20 students. If we add 100 more computers in year 6 the ratio of student to computers will be 1:18.
- Anand informed the group that since the wireless rooms were completed this year, we will not have to have them in the budget for next year.
 - Sandy inquired about the faculty budget to get new and updated computers. She mentioned that a lot of faculty have outdated computers, so they are not using the most up to date software. .
- Alisha raised the issue that since SNET is at 3 campuses there should more technicians. Len responded that there are plans to add more technicians in the next years.

The meeting was adjourned at 3:05 pm.

Presidents Advisory Committee on the Use of the Technology Fee

March 8, 2004

Start of Meeting: 3:40 p.m.

Attendees:

Allen, William; Ayravainen, Eija; Blackburn, James; Clarkson, Sandra; Cohen, Shirley; Daley –Weston, Marilyn; Dornbaum, Martin; Friedlander, Judith; Garnet, Kate; Escott, Michael; Henderson, Adjie; Kuechler, Manfred; Kym, Annette; Morgulas, Susan; Neill, Sharon; Padmanabhan, Anand; Pappas, Anthony; Sherby, Louise; Sherwen, Laurie; Smith, Jacquelyn; Sweeny, Bill; Zinnanti, Len;

VP Len Zinnanti welcomed the committee members, distributed copies of the agenda and the President's Advisory Committee member list. Len welcomed and introduced James Blackburn the new Dean of the School of Social Work, and asked everyone to introduce themselves.

FY 2004

Faculty Development

L. Michael Griffel gave an update of the various projects funded by Technology Fee

- Michael informed the group that a wireless cart with 20 laptops for Brookdale has been purchased.
- Michael discussed the dates and details of "Blitz Week".
 - o July 03, Aug 03 and Jan/Feb 04 went well. In the Jan / Feb 04 session 220 people were walk-ins, 215 people attended workshops/groups. Total of 435 people visited the Technology Resource Center for training.
 - o Michael also asked for recommendations for a new name for "Blitz Week". Kate Garnet suggested "Triage" as a new name. Michael will be taking additional suggestions.
- Michael informed the group that with the help of Debbie Sack he has sent various emails to faculty regarding tech fee interns who are available to help faculty with various projects. Any faculty who wants more information can contact Mike Nisbett in the Technology Resource Center (TRC).
- Michael also informed the group that there are still several licenses for My Skill Source, an online training for common software. Please contact Mike Nisbett in the TRC.
- Michael announced an extra \$100,000 for Faculty Development was added to this year's budget. Len mentioned this was due to savings in the other areas. The extra \$100,000 is being distributed as follows:
 - o \$50,000 new computers for existing faculty
 - Taking recommendations from the Deans of each school on which faculty members need new computers.
 - Macintosh computers are available for about \$1,500 & Dells for \$1,000
 - o \$10,000 in website improvements for Departments and Programs, about 10 sites could be updated.
 - o \$30,000 Individual Faculty Grants
 - Faculty can request funding for incorporating technology to their courses or programs.

- Deans have sent notices to their faculty to submit proposals.
- \$10,000 for Provost's discretionary use; i.e. extra websites.
 - Manfred Kuechler inquired if this was an additional \$100,000. Len explained that the demands of faculty were so great that this was an amendment to the original budget.
 - Manfred inquired about the students who work on the website. Anand Padmanabhan responded that Priscilla Keresey trains five (5) college assistants on how to develop departmental websites and these five (5) college assistants create the websites for the departments and programs.
 - Manfred inquired about the \$30,000 for Individual Faculty Grants, Len explained that this is geared towards faculty and that deadline to the Dean's office is April 1, 2004.
- Michael announced there are workshops in June which will be on specific technology issues. He requested that faculty email him with the technology issues that they want to see on the agenda for June.
-

New Computers

Anand gave an update of the status of various new computer projects funded by Technology Fee

- Anand informed the group that all of the PAC's (public access computers) for the second year of the plan were installed.
- Anand informed the group that the desktop computers for the Library (1st floor and B1 Level) will be completed installed in the coming weeks. Anand also noted that since there were not as many renovations of space / electric/ network, some savings were accrued.

Replacement Computers

- Anand informed the group that due to the savings in the other areas, an additional 100 computers will be replaced in the ICS Lab 10th floor North and School of Social Work lab.

Software Licensing

- Anand informed the group that CUNY discontinued the SPSS Statistic Software because the cost was \$4,000 until last year and for this year the new cost would be \$40,000. Anand explained that the CUNY CIO, Brian Cohen has asked that we not purchase the software on our own so that CUNY can continue to negotiate a lower price for the software for the CUNY schools.
 - Louise Sherby inquired if Brian has provided a deadline that he is working towards. Anand informed the group that it should be resolved by May / June.
 - Manfred inquired as to the amount that Brian was willing to pay for the software. How long will Hunter have to wait to get the software. Anand explained that we will revisit this before next fall. All senior colleges want the software and we will wait to see what Brian's next steps will be.
- Anand informed the group that in a Lan/Lab managers' meeting one of the lab managers recommended that we provide antivirus software for the students. Anand explained that there are 1,600 licenses available to students for .45 cents each. The cost to Hunter would be \$845. After the 1,600 licenses are used the cost per license would be \$7.00. Anand suggested that we take a

look at the usage for the 1,600 and, for the next year, decide if we want additional licenses at \$7.00 per license.

- Anthony Pappas commented that this would be good for next year, but that he doubts that all 1,600 licenses will be used and that he thought that there will be no need to get the \$7.00 licenses.
- Louise Sherby updated the group on the Endnote software. It is a software for bibliographical references.
 - Anand informed the group that he does not have the exact price list for this yet, but that it could be put in all of the labs.
 - Manfred inquired about a lower / cheaper version.
 - Bill Sweeny commented that it would also be helpful for the students to have it on their home computers. Anand commented that it is about \$36,000 for 600 licenses. Manfred said that he would send the scaled down version to Anand for review. Louise commented that she would look into getting better pricing.
 - Judith Friedlander suggested that the academic faculty and the library review the scaled down version in detail to determine if it meets the college's needs.
- Anand discussed the possibility of getting Photoshop Elements software for all of the open computer labs. Anand explained that the full Photoshop is very expensive and that it is currently only in the ICS MAC labs. The cost of Photoshop Elements would be \$17,000, and \$6,000 for maintenance each year after that.
 - Manfred commented that he currently uses Microsoft Photoshop Editor, and that Photoshop Elements is more sophisticated.
 - Anthony commented that it would not be needed everywhere since there is not a high demand for it.
 - Kate Garnett inquired if it will be widely available to Graduate students. Graduate students do not use the computer labs, they use their home and office computers. Is there a way to give those students software for their home computers to broaden their access? Anand explained that it would all be Adobe licenses which are very expensive and not justifiable if they are not needed. Anand said that he would look into how often and where, the students use the software to determine how many licenses to get. Kate asked that when a choice is made, we publicize it to the various departments.
 - Manfred commented that there is another software called SNAG-IT. He explained that it is not expensive and is a great teaching tool and easy to use. Anand explained that ICIT currently uses it and that he will look into volume pricing for home and labs. Manfred suggested that each department have a computer loaded with a multitude of software that can be accessible to that specific department. Manfred suggest that ICIT give faculty a detailed list of the programs that are loaded onto their computers. Anand explained that the standard Dell computer is \$949 with a 15" flat panel, and then ICIT loads the basic software. Len requested that Anand get a price quote for the standard machines with the additional software on them.
 - Sandy Clarkson asked if there were scanners available to the faculty. Anand explained that there are scanners in various labs and they all have full Photoshop in them. Anthony suggested that the software be given to the campus clubs. Anand suggested that they look at the various labs and see the usage, and if faculty and

clubs want it to send a request to their Deans and the Provost. Judith suggested that it go to the departments that want it and use them as the “test audience” first.

Smart Classrooms

- Anand informed the group that by the end of the Spring session the current list of Smart classrooms projects will be completed.
 - o Anand explained that the lecture halls are the hardest to complete since the time available to get into those rooms is limited. 3-4 days are needed to finish the work. Rooms W615 & W714 are being done piece by piece due to their availability. Anand also informed the group that all of the classrooms’ technology are exactly the same. The same setup for each room is installed so that the rooms can be used by any instructors without the instructors needing to learn different systems.
 - Manfred commented that he has been using one of the Smart classrooms and that it has been a pleasure to use and is very helpful for his instruction. Annette Kym added that she also has been very pleased with the Smart classrooms.
 - o Anand explained that the Brookdale campus will have the same Smart classroom setup and will be receiving support to assist the faculty.
 - Kate inquired about the portable carts. Anand explained that the portable carts have 20 laptops and a projector. Anand also stated that there are now 75 classrooms that are wired.

Blackboard

- Anand informed the group that the current production Blackboard is version 5.5. There is an increase of 120 sections of courses for Blackboard as compared to the same time last year. Anand explained that CUNY is going to control the 6.0 and house all courses centrally. Anand asked that we install a test and development server for Blackboard 6.0. This will allow faculty to try it out and see if it works and ICIT will provide training on it.
- Anand informed the group that ICIT is in the process of finding a new courseware administrator.
 - o Anand explained that this position is a civil service position and has to be hired from the list. Once this person is hired, a test and development system will be installed for 6.0. Anand informed that CUNY has implemented 6.0 and that Hunter will wait for CUNY to iron out the bugs before we move forward with it.
 - Manfred suggested that Hunter install 6.1 not 6.0 since it will be the latest version.
 - Manfred also inquired about the need for getting a new server. Anand stated that the current test and development server is not big enough to handle the load. The new server is about \$70,000. There is \$100,000 in the budget for the Blackboard licenses to CUNY, since that has not been spent the money can be used towards the new server.

SNet Helpdesk

- Anand informed the group that 12,966 work orders have come into the SNet helpdesk from across all campuses during this fiscal year.

Wireless Project

- Anand informed the group that the Brookdale dormitory has added more access, and that the wiring is almost completed. The delays are due to constraints with access to the spaces where work needs to be done.

- Anand explained that several weeks ago Brookdale computers were not able to authenticate to the Main server. Someone had unplugged the servers. As a result, Brookdale was not backed up by the 68th street campus server for authentication.
 - Sandy inquired about the faculty getting wireless access. Anand explained that faculty has been given generic passwords. ICIT is in the process of creating a LDAP server for authentication for faculty. The target date for this is end of the fiscal year.
- Anand explained that 7,730 logins have been made to the wireless network. 875 unique users. Information about where wireless access is and how to get it, is available on the SNet page.
 - Anthony inquired about the email servers going down and them being slow. Anand responded that there was an issue with the storage system that handles the email, and that the cluster could not see the drives. Anand informed the group that the issue has been resolved and that an antivirus program is installed on to the machines to help with the virus issues.

Library

- Louise Sherby informed the group that there are 30 new titles to the electronic database.
 - Louise announced that turnitin.com and classical.com have been added to the collection.
 - Louise stated that upgrades have been made to Mental Measure, Opposing View Points and other electronic databases.
 - Louise announced that 18,000 articles have been searched, Philosophers index, Science, Nature and Britannica are among the most used resources. Central Office has paid for 4 licenses of Art Index and Applied Science.
 - Louise updated the group on Voila. Voila is an online tutorial for ORSEM, funded for phase 2 in Fall 2003. The electronic reserves system is being planned and will be piloted in the summer.

Tech Fee Consulting Model

- Anand explained that there are many one time projects that departments (both academic and administrative) need to be initiated. The plan is to have a small team of well trained and qualified students who will work on projects for various groups. An example is a team of technical student and a writer (English major) working on how-to documents. There are needs in School of Arts and Sciences, Institutional Research, Registrar's office, etc.
 - Kate inquired about handouts and how this information gets to the students. Anand responded that ICIT is working with Eija and Student Services on how to market this. Some ideas have been to attend the student orientation and new student advisement. Eija commented that this is a great idea to get the students involved with technology.

Tech Fee Proposals

- Anand explained that the Tech Fee Proposal group from last year was expanded. As recommended by the committee, this year the group has added Annette Kym from faculty and Anthony Pappas from students. The group also includes the three (3) Vice Presidents and the Director of ICIT. There were seven (7) proposals that were submitted to the committee and all seven of them were approved. The following is the list.
 - Dolciani Server

- Voila (Phase II)
- Experimental Psych Lab
- Division of Russian and Salvic Studies website
- Library electronic reserve system
- SNet enhancements
 - Manfred inquired about the total cost of the proposals. Anand responded that \$150,000 was the total allotted.
 - Anthony Pappas reminded that e-voting for student elections was another proposal that was approved.

Printing

- Len informed the group that last year the Tech Fee subsidized the Copico system by paying \$0.08 and the students paying \$0.07 for a sheet. This year a \$5.00 card was distributed to full time students and a \$2.50 card was distributed to part time students each semester. This has not had a great success rate. Many students have not picked up their card and several of the students have not used their cards to the full amount each semester. Len proposed a revised plan with Hunter paying \$0.10 cents and the students paying \$0.05 cents a sheet until a better solution can be reached. Len commented that ultimately he would like to have one card that would be used for printing, the bookstore and the cafeteria.
 - Anthony commented that he feels since there is money left, that printing should be free. Anthony mentioned that the Resource Center is free. Len responded that there has been a 33% increase in paper usage and that making printing free would only increase that percentage. Michael Escott commented that printing in the Resource Center is not free, since it is paid for by Student Services.

Degree Audit Status

- Marilyn Daley-Weston has set up a subcommittee and once CUNY has finalized contract specs for the degree audit system, Hunter will begin implementation.
 - Anand informed the committee that the hardware is in place and is waiting for the final approval from CUNY to buy the software.
 - Marilyn commented that she is looking to staff and faculty to provide some information and answers in regards to compliance.
 - Eija commented that faculty and staff is working through some of the “crazy rules” and “exceptions” that Hunter currently has. Once the new rules are worked out they will all be computer based and easily transferred from one advisor to the next.

Internet2 Status

- Anand explained that Nysernet has installed the fiber into the building in January. The next phase will be connecting the routers.

Instructional Designer Position

- Anand informed the group that the position has been advertised in multiple websites and print forms. The closing date for the position is April 3, 2004.

FY 2003 Tech Fee Budget

- Len informed the group that the original planned budget for all projects was \$3.2 M, the new estimate is \$2.8 M and Hunter will collect \$2.5 M in Tech Fee payments. Last year's rollover was \$445,000 taking this into account for this year we will have a surplus of \$104,439.
 - Sandy stated that she would like to see the exact dollars spent on each project.

The meeting was adjourned at 5:35 pm.

Presidents Advisory Committee on the Use of the Technology Fee

May 14, 2004

Start of Meeting: 3:08 p.m.

Attendees:

Ares, Jason; Ayravainen, Eija; Cohen, Shirley; Daley –Weston, Marilyn; Dent, Valeda; Dornbaum, Martin; Escott, Michael; Griffel, Michael; Henderson, Adjie; Kuechler, Manfred; Kym, Annette; Padmanabhan, Anand; Pappas, Anthony; Pizer, Richard; Rudich, Glynn; Sherby, Louise; Smith, Jacquelyn; Wong, David; Zinnanti, Len;

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

FY 2004 Status

Software Licensing

Anand Padmanabhan informed the group about the various software licensing issues that Hunter has at the present time.

- SPSS - Anand discussed that it is still under negotiations with CUNY and that they do not have final pricing at this time.
- Snag-it - Anand discussed that there is still no pricing and that he is working on getting site licensing for this product and when he receives this he will email the committee on the pricing.
- Endnote / WriteNote / RefWorks - Anand asked Louise Sherby to update the group on each of these.
 - o Louise stated that RefWorks vendor, presented a demonstration for faculty. RefWorks had several major problems. They are trying to solve the IP problem. Louise said that John Jay & LaGuardia have used this software and that they stated that the product requires a lot of training and also that it is geared towards faculty and graduate students. Louise stated at this point she has little confidence in RefWorks.
 - o Louise stated that WriteNote is a web based product.
 - o Louise suggested that a formal sub committee be set up to spend some time evaluating all of the products
 - Louise suggested that some money be set aside to purchase a product after serious evaluation is done with the different Vendors
 - o Manfred Kuechler stated that he supports Louise's statements. RefWorks main selling point is not working correctly. Manfred stated that he would like to see some of the following areas involved in the evaluation: English, Library, Writing Center, History, Science and ICIT.
 - Len inquired about having those respective groups involved with the sub committee.
 - Manfred stated that it should be open to all faculty but especially those groups mentioned.
 - o Louise stated the 6-8 faculty members could do this evaluation over the summer.
 - o Len stated that he would check back with Louise at the end of the semester for an update.

Blackboard Server

Anand gave the committee a brief overview on Blackboard and its' current status.

- Anand stated that several months ago the blackboard administrator left to pursue other opportunities. ICIT has hired Yuval Kossovsky as a Courseware Administrator and he will start on Monday May 17.
- Anand informed the group that blackboard 6.1 is in production at CUNY. Hunter will not move to 6.1 until spring 2005. Hunter will implement a Test and Development system and pilot on this system. Only the courses in SIMS will be on the central admin server, no continuing education courses. The test and development server will also be used as an archiving system. The test and development server will be installed over the next few months and will be used in the fall. During the Test and Development stage students will need to login into two separate systems if they are taking a pilot course and another on 5.5 production system. All students and faculty will have to go through the CUNY portal in spring 2005 to access Blackboard 6.1.
 - o Manfred stated that the CUNY production server is up and running. He stated that we should stay with version 5.5, but does not know if we should use CUNY's test server or ours. Manfred stated that he would like to go with the system that better serves the community and the student organizations.
 - o Anand informed the committee that "groups and organizations" can be implemented on Blackboard 6.1 in Fall 2004.
 - o Anand informed the group that there is a question of implementation cycle with regards to the course management system. There will be a meeting on May 19 with Hunter representatives and CUNY CIS staff to go over the implementation of 6.1 for Hunter. Anand stated that once Yuval is on board and up to speed, Anand will have him work on getting the test and development system up and running.
 - o Anand informed the group that once Blackboard 6.1 test and development is ready, training will be provided to faculty for the new version.

Library

- Louise informed the group that CUNY central will be allocating \$1 million for CUNY central library. This allocation will pick up the cost of various electronic databases that Hunter is already paying for, the cost savings to Hunter will be \$14,660
- Louise proposes for next year to purchase JSTOR Collection 4 and JSTOR Complent Collection. These will help to strengthen some of the disciplines in the Library such as Law.
- Louise mentioned the E-Reserves proposal is under way and that she has provided purchasing with a sole source letter. Louise stated that she is looking to pilot the system over the summer and have it ready for the spring semester. One outstanding issue Louise is still investigating is copyright regulations.
 - o Manfred stated that he was not aware of the background information on this. Manfred asked if this was a recurring cost and where would the money come from, Tech Fee or the Library's budget.
 - Louise stated that many of the other colleges with the E-Reserves program are handling it different ways. Louise stated that there will be a recurring cost, but she did not know what budget it would come from.
 - Louise also mentioned that the pilot will provide an idea of what the recurring cost will be. This is the first time this is being implemented.

Faculty Development

- Michael Griffel updated the group on 3 major projects that he has been working on.
 - o New Computers for existing faculty - 41 out of 50 computers have been ordered. 33 Dells and 7 Macs.
 - o Department Websites - There are seven websites that will be developed for various departments.
 - o \$30,000 for small grants to help faculty improve the way that they teach. Michael thanked Mario Kelly, Manfred Kuechler, Andrea Polli, and Annette Kym for being on the committee and all of their hard work. The committee has been working with Audio Visual to provide pricing on a slide scanner so that AV can provide space and technical support to faculty for scanning.
 - Michael mentioned that some of the proposals received did not make the requirements of the guidelines for the grants. Michael will send out specific guidelines for the grants for next year. Money that is left over from this fiscal year will be rolled to the next fiscal year.
 - Manfred added that some of the proposals received were for equipment not for faculty development, and that clearer guidelines would be more helpful.
 - Manfred also commented that two proposals received from Education were for e-portfolio; Manfred made the suggestion that groups be formed and try different products and evaluate them, but that this proposal should be under Software Licensing and not Faculty Development.
 - Anand commented that LaGuardia pursued this and that he will get a report from them for the group. Shirley Cohen commented that this would be a good start to engage students and faculty in small groups. Manfred commented that this can be used by faculty and students with little technical expertise.
 - o Michael mentioned that a wireless cart has been purchased for the School of Health Professions
 - Valeda Dent inquired about the cost of the wireless cart and how many computers are included. Anand answered that the cart comes with 18 laptops and the cost is approximately \$30,000

Wireless Access

- Anand informed the group that Hunter has been named in two publications for technology. Princeton Review named Hunter in the top 250 and Intel named Hunter in their top 100 schools that are “Totally Unwired” - that is more wireless access.
- Anand informed the group that Brookdale is still having issues with getting the full completion of wireless access. The fiber backbone has been pulled and each floor will have 8 access points. Anand stated that the job should be completed by the end of June.

Student Web

- Anand informed the group that he has hired a student to work with Hunter’s webmaster to help with developing student websites. The student hired was recommended from Film and Media with a background in Web design.

- Anthony Pappas inquired if the various Hunter clubs could contact this web designer. Eija Ayravainen stated that she would send out an email to all of the student clubs with the contact information.
- Anand stated that right now there is only one student to do this, but if a need develops another will be added.

SNet Helpdesk

- Anand informed the group that the total number of work orders to date for spring is 9,176. This number includes password changes, walk-ins, email, and phone calls.
- Anand informed the group that the summer hour schedule for the helpdesk will be
 - 68th St. – 9am to 5pm (Mon-Fri)
 - Brookdale 9 am to midnight
 - Jason Ares inquired if a person is needed at Brookdale until 12am. Len stated that the lab is used on a regular basis by the residents living there until 12am.

FY 2004 year to date budget

- Anand informed the group that there were no changes to the draft document sent out in the email to the committee.
- Anand explained that there are six items that needed clarification.
 - Item 1: Open Computer Labs. The Feb 2004 proposed budget was \$300,000 but the April 2004 estimated spending is \$380,000. This is due to an increase in hardware requirement (servers in the library) when the new computers were installed.
 - Item 3: Smartclassroom (Wiring of classrooms). The Feb 2004 proposed budget was \$10,300 but the April 2004 estimated spending is \$0. All 75 classrooms are wired with previously allocated budget.
 - Item 5: Support (Graduate Assistance). Spent thru week of April 22, 2004 data is unavailable at this time. Graduate students are paid by the number of hours that they work until June 30. The total is \$8,800 per graduate assistant.
 - Item 10: Printing Cost. The printing cost estimate was 1.25M sheets through April, bringing the estimate to 1.5M by June 30. There were 200,000 pages printed since the last Technology Fee meeting held in March 2004.
 - Len stated that there was a 50% increases in printing from last year.
 - Item 12: Internet2.
 - Anand explained that Internet2 is the next generation of the internet. The fiber has been terminated in the server room and the network electronics installed. In June 2004, the fiber will be tested for any problems. Once testing is complete the service will be started.
 - Item 16: Degree Audit. The hardware is in place. CUNY is working out the contract with regards to pricing. It will take six weeks to get the contract in place.
 - Marilyn Daley-Weston commented that there is a committee of members from different schools and programs that is reviewing the rules and the language for the Degree Audit System. Marilyn stated that she hopes to have the system up and running in a year. Eija commented that there has be a great benefit by working together, this system coincides with the catalog project and so both are being cleaned up as the same time.

- Anand mentioned that a Tap Audit System is also being developed to match with the Federal Aid Program. Anand mentioned that Brooklyn College has installed the Degree Audit System but that it is not in production.
- Len informed the group that \$1,777,232.17 was spent thru April 22, 2004 and that a surplus of \$163,378 will be rolled over to the next fiscal year.

FY 2005 -2009 Budget Plan

- Anand informed the group that it is a traditional plan with 3% inflation.
 - Item 1: Proposed Open Computer Labs. Anand mentioned that the budget was reduced to \$500,000 since there were less expensive for wiring, furniture and renovation due to the area where the new computers were located. This could change in the following years based on where the new computers are being installed.
 - Len stated that the 5 year plan will add 100 new computers each year until 2008 when the ratio will be 18 students to every computer.
 - Anand stated that the several departments had inquired about becoming open labs when classes are not being held. These rooms could then be part of the 100 replacement computers in the plan.
 - Annette Kym inquired about server upgrades. Anand stated that server upgrades were not a part of this plan.
 - Annette stated that there is a current need with the Chanin Language Lab Center for three new servers. Annette would also like to get a document camera for the center.
 - Valeda Dent asked what the goal for computer to student ratio was. Len stated that Hunter having a 1:20 ratio would put Hunter in with the rest of the CUNY colleges before the Tech Fee was implemented. Hunter was 1:41 when the original survey was taken.
 - Anand stated that once Hunter goes to Blackboard 6.1 there will be a licensing fee.
 - Manfred inquired about the software that is being discontinued. Anand stated that there is a leeway of 3% plus the savings from the previous maintenance estimates.
 - Len inquired about the cost of E-portfolio. Manfred stated that the cost is on a per person basis and it would be hard to price at this time. Len suggested that a contingency be placed for each year for future programs.
 - Anthony inquired if MacAfee is available to students. Anand stated that student licensing is now available and will be advertised.
 - Item 3: Proposed Smartclassroom. Anand informed the group that 5 more Smartclassroom will be added, 1 of which will be at the School of Social Work.
 - Anand informed the group that an open computer lab will be installed next year at MFA.
 - Item 4: Proposed Enhancements of Lecture Halls. Anand informed the group that the enhancements to the Assembly hall will be moved to the 05-06 fiscal year, three large lecture rooms will be done next over three years.
 - Item 5: Proposed Support. Annette stated that the lab support for Chanin needs to be increased to two assistants, one per room. The lab is open 47 hours a week and the overflow is being accommodated by the computer equipped classroom.

- Item 9: Proposed Funding for Proposals. Anand informed the group that there was an increase from \$50,000 to \$150,000 as this year and last year the requests added up to \$150,000.
- Item 10: Proposed Printing Cost. Len stated that printing will continue to be \$0.05 to students and \$0.10 to Tech Fee.
 - Anthony inquired when the Copico contract ends. Len stated that the contract runs to next spring and that there will be a new proposal to review.
- Anand recapped the total budget for next year.
 - Total \$3.1M
 - Projected Revenue Collection \$2.7M
 - Projected FY 2003-2004 roll-over \$163,000
 - FY 2004-05 Contingency \$230,000
 - Projected FY 2004-05 Balance: \$31,945

Proposed Printing System/One Card System

- Anand informed the group about a one card system that could be used for multiple functions. This card can have the students ID picture on it, serve as access control, maintain separate accounts for cafeteria, bookstore etc. and also be used as their printing card.
 - Louise stated that the Copio card is also used for photocopying and microfiche and that finding a separate vendor to do those elements would be difficult. Len responded that we would in house the printing and let procurement find a vendor for the photocopying and microfiche.
 - Anthony asked about the cost of the new system. Anand stated that the cost would be anywhere from \$250K - \$400K.
 - Eija asked if this will be handled from the Bursar's office. Anand stated that there is a web based way to add value (money) to the card or it can be done in person and limits can be established. Anand stated that it is the responsibility of the student to put additional funds on the card when needed. The students will be able to suspend the account in cases when the card is lost or stolen. Anand stated that a pin number system can be added as well.
 - Anthony inquired about the left over balance at the end of the year. Anand stated that the money can be refunded.
 - Manfred stated that although this is a nice new fund card, there should be a focus on the Information Literacy Training issue.
 - Marilyn stated that this is a great opportunity to get students out of lines, so that they can focus more on their studies.
 - Anthony stated that the cost is upfront and that the long term will be less expensive with a great benefit.
 - Valeda inquired about the privacy issue. Who should have access to the student's information.
 - Len stated that these are things that need to be looked into. Len suggested that 3 subcommittees be formed.
 - First, Louise Sherby's subcommittee on evaluation of Endnote, WriteNote and RefWorks.
 - Second, Manfred Kuechler's subcommittee on Information Literacy Training
 - Third, Anand Padmanabhan's subcommittee on One Card system.

- Anthony stated that students are going to get the card no matter what since a new security system will be in place. He suggests on building that onto the One Card ID system.

Classroom Performance System

- Manfred stated that the Classroom performance system is a great way to get students to interact in the classroom.
 - Len inquired about to what room would be best for this evaluation. Manfred suggested the room that he currently teaches in 207, which holds 20 students.
 - Anand stated that the instructor will need to be responsible for the technical devices. Manfred agreed to take responsibility.

Proposed Full Time Lines

- Brookdale Technical Support. Anand informed the group that ICIT is planning an upgrade to the network systems at Brookdale in Summer '04. There are plans to put more labs. Since there will be more services additional staff will be needed to help with the technical needs of this campus.
 - The group agreed with the proposal.
- A second Instructional Technology Staff. Anand stated that an additional Instructional Designer would be a great benefit to the Hunter community as requested by Anthony Picciano. This person would work in conjunction with the Instructional Designer (applicants presently under committee review), the TRC and formal groups to help with instructional related and purely academic support for faculty.
 - Manfred asked if this position will pay more money than the current Instructional Designer position. Anand stated that yes, it would be more money. Len inquired if this was a service that should be provided. The group replied yes.
- Tech Fee Coordinator. Anand informed the group that with all of the additions to Tech Fee there has also been an addition in work and coordination for the ICIT staff. Anand stated that there is a need for a coordinator to help with the coordination and follow up of the Tech Fee projects and processes.
 - Manfred inquired how much the new position would pay. Anand stated that it would be a full time entry level position starting at the low end of \$30K. This position will need some tech level experience but mainly project management. The committee approved this position.

Faculty Resource Center / Classroom in Library

- Louise informed the group that there are two major spaces for instruction in the Library. Room - 609 and the FRC. Louise would like to move the FRC to the 5th floor. This would be \$30- \$35K renovation, wiring and furniture.
 - Len stated that once the room is completed it will be added to the Registrar's list to schedule classes when it is free. Manfred stated that this would be a benefit to all of the students.

The meeting was adjourned at 5:30 pm.