

HUNTER COLLEGE

of The City University of New York

FY 2005-2006 Student Technology Fee Plan

Submitted to

The City University of New York

By

President Jennifer J. Raab

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**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 2005 – 2006 Plan

CUNY FY 06 Student Technology Fee Plan

Date Submitted: June 30, 2005 **Fiscal Year:** 2005-06

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, 50 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: 30
Brookdale campus: 20

By installing these computers the ratio of computers to students will be reduced from 1:19 to 1:18.

A four year 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, 250 computers will be replaced in open labs.

Budget for 2005-2006: \$ 450,000
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
- Symantec Antivirus software
- Adobe Acrobat License
- SPSS

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 2005-2006:	\$ 195,308
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 2005-2006: \$ 80,000
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 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 2005-2006: \$ 70,000

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 2005-2006:	\$ 481,291
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 2005-2006:	\$ 133,926
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 2005-2006:	\$ 80,000
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 2005-2006: \$ 100,000
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 2005-2006:	\$ 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 2005-2006:	\$ 35,000
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 2005-2006:	\$ 10,000
Time frame:	Recurring

PROJECT: Internet 2 - 1 Gbps bandwidth dark fibre

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 2005-2006: \$ 74,263
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 this year, one position will be added to the previous five positions– a Trainer. These positions were setup to provide support to all the technology that have been installed and setup using the technology fee. The trainer position will help faculty in incorporating educational technologies in their teaching.

Budget for 2005-2006: \$ 679,467
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 2005-2006:	\$ 150,000
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 2005-2006:	\$ 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 2005-2006: \$ 250,000
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 2005-2006:	\$ 50,000
Time frame:	Recurring

FY 2005 – 2006 Budget Plan