

HUNTER COLLEGE

of The City University of New York

FY 2009-2010 Student Technology Fee Plan

Submitted to

The City University of New York

By

President Jennifer J. Raab

June 30, 2009



**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. ...”

For the school year, 2008 – 2009, this fee was increased to \$100 per semester for full-time students and \$50 per semester for part time 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 the 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. Associate Provost
4. Deans of all four schools (Arts & Sciences, Education, Health Professions, Social Work)
5. Vice President for Student Affairs
6. Dean of Student Life
7. Chief Librarian
8. Assistant Vice President for Instructional Computing and Information Technology
9. Four (4) undergraduate students
10. Three (3) graduate students
11. Three (3) faculty from the Faculty Senate
12. Three (3) faculty from the Faculty Delegate Assembly
13. One representative from the Higher Education Officer forum
14. 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 maintain current technology with up-to-date software as well as network and Internet connections in a ratio of no less than one public access computer for every twenty students.

Objective 1.2.

To provide state-of-the-art “smart” and “enhanced” classrooms in 100% of the general use classrooms on campus.

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 supports student life and learning (e.g., Career Planning and Placement, the Learning Assistance Center, the Writing Center, etc.).

Objective 1.5.

To roll out a robust wireless network infrastructure to assure access for every laptop on campus.

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 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 Resource Center, 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 projects/proposals

1. Campus-wide infrastructure supporting computing and communications, which will serve the entire campus population. This will include computing, wireless and other communications equipment, software, and communications services, as well as staffing/training to support and maintain this infrastructure. 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, have adequate supervision, and need both software and hardware kept current. 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; organizing departmental lab managers; expanding the hours for the student helpdesk; 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 2009 – 2010 Plan

Recommendations of the Student Technology Fee Advisory
Committee made at the meeting of May 15, 2009.

CUNY FY09 Student Technology Fee Plan

College: Hunter College

Project Name: Open Computer Labs (item 1)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(This is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$165,000

Summary:

The goal of a computer to student ratio 1:20 been reached and exceeded. This project now will focus on replacing older computers and improving open lab connectivity.

Description of Project:

With the desired computer to student ratio exceeded—there are over 1300 computers now at Hunter College in open labs and public places—the focus will continue to be on replacement. Over the past year the oldest computers in the open labs were upgraded and replaced. The replacement cycle of 4 years is being continued. It is expected that approximately 180 additional older computers will be replaced in FY10 in open labs. As a continuation of the process from FY09 we will aim to continue to improve the Personal Access Computers (PACs) in hallways and other public places. These computers are popular and students would benefit from increased functionality such as the ability to print, use regular software, read enclosures and save their work to a flash drive.

In addition, complexity of the computer network setup in the ICIT and other open labs makes management cumbersome. A goal this year is to streamline the management of systems, reducing the number of servers and accomplishing updates and installs centrally. The open labs initiative will also provide local connectivity upgrades in the open labs to speed student access to the Internet resources which they need for their coursework.

College: Hunter College

Project Name: Software Licensing (item 2)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(This is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$180,000

Summary:

This project will continue to provide uniform licensing of standard software to all the labs and for other instructional purposes as well as continue to pay for the Blackboard academic suite of software. The goal is to allow students to use the same software in nearly every campus lab.

Description of Project

The software that this project will fund is the most commonly and heavily used software by students. The project will continue to provide a consistent software platform in all the open labs and classrooms. The decision process on which software to supply will involve Provost's faculty software advisory committee which makes recommendations for software to be purchased. The software under consideration by the committee includes:

- SPSS
- SAS
- Stata
- Adobe Acrobat Professional
- Hunter College desired Blackboard add-ons to the CUNY-wide license
- Adobe Creative Suite

Additional software requests submitted by faculty will be considered for recommendation by the committee.

Several of the software packages formerly purchased with this project have been incorporated into the suite of software provided by CUNY centrally. This includes the Microsoft Office Suite, Mathematica and Symantic Anti-virus.

College: Hunter College

Project Name: Smart and Technology-Enhanced Classrooms and Lecture Halls
(item 3)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$120,000

Summary: This project continues to install instructional technology into classrooms. Enhancements to the classroom will include a data/video projector with sound, network hook-ups, electrical and lighting enhancements and a screen. This year's goal is to have this setup in all classrooms across Hunter College. Eight classrooms on the 68th Street campus and 7 classrooms at the Brookdale campus need to be upgraded to reach this goal. Upgrades of lecture halls and replacement of worn out classroom projection and sound equipment are included in this project. In accordance with faculty requests, this project will also provide a fixed computer station in additional classrooms.

Description of Project:

Smart Classrooms (with networking, computers and multiple interfaces), and technology-enhanced classrooms (with networking, projection and sound), create new opportunities in teaching and learning by integrating networking, computers, and audiovisual technologies. The smart and enhanced classrooms 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 enhanced classrooms will change the classroom into an interconnected resource with access to shared online material and access to a live Internet connection. The technology in these rooms will inspire faculty who rely on improvisation, spontaneity and audience participation.

This year's goal is to install the equipment in as many classrooms as possible, reaching 100% of all classrooms by the end of FY 2010. 100% coverage of classrooms with technology will allow ICIT to eliminate most of the cart-bound technology, which has proven problematic for instructors. In addition to installing stationary computers into many of these classrooms, we have and will continue to purchase laptop computers and loan them to faculty who need them. This will make it easier for faculty to prepare their instruction and help assure that the computer will be fully functional when a faculty member brings it to the room.

Technology-enhanced classrooms are equipped with the following:

- Wired and/or wireless network connection
- Ceiling mounted LCD projector and projector screen
- Easy-to-use connectivity for Macintosh & PC laptops with built-in DVD players, as well as for other devices that use projection.
- Sound system

While Hunter College faculty have found the enhanced classrooms very useful for instruction, others prefer to have a computer in the classroom. We will add computers in podiums to approximately 30 to 35 classrooms this year.

College: Hunter College

Project Name: Library Online Databases and Software (item 4)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Louise Sherby

Proposed Budget: \$85,000

Summary:

The library will continue to subscribe to online databases and software, which are heavily used by students.

Description of Project:

This project will continue extend the resources of the library to the student community by providing online database access. The list of databases is available on the library website and includes Anthropological Literature, Biology Research Center, Nature Online, Gender Watch, Art Index, Philosopher's Index, Physical Education Index, and the Nursing and Health Professions Premier Collection. This project will also continue to fund Turnitin and Bibliographic software. The price of these databases has increased over the past few years, and the adjusted amount reflects that change.

College: Hunter College

Project Name: Student Printing (item 5)), Revised item, September 19, 2008

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$200,000

Summary:

The cost of printing and photocopying will continue to be subsidized for students in labs and in the library as well as photocopying in the library.

Description of Project:

This project continues to reduce the cost of monochrome printing for students to \$.05 and color printing to \$.15 per copy. Photocopying for students costs \$.10 for monochrome and \$.25 for color. Non-students will continue to pay full price for printing, currently \$.10 for monochrome and \$.30 for color and for copying, \$.20 for monochrome and \$.50 for color.

Funding will continue to purchase dot matrix supplies and printers for free printing of drafts. This remains a popular option for students.

In the coming year, subsidized student printing is being extended to the Hunter College School of Social Work.

College: Hunter College

Project Name: Student Network/Wireless (item 6)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$700,000

Summary:

This project improves network infrastructure and extends wireless networking to the entire campus.

Description of Project:

The focus of the funding for this item is for upgrading the wireless network. The popular wireless network will be extended to more areas in heavy use by students and it will be brought up to the latest secure wireless standards. Students' number 1 request for technology is to make Hunter College 100% wireless. This year's allocation is the third of three parts to produce a 100% wireless campus. The hope is to complete the wireless project during the fall of 2009.

In addition to new wireless network installations, this item also pays for the maintenance and infrastructure behind it as well as other IT functions related to the student network.

College: Hunter College

Project Name: Assistive Technology and Web Access Enhancement (item 7)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$5,000

Summary:

This initiative continues to provide access to computers and the Internet for students with disabilities.

Description of Project:

This project will provide additional special equipment and software for the assistive technology lab, available to students with disabilities.

College: Hunter College

Project Name: Degree Audit System (item 8)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$25,000

Summary:

This initiative continues to provide funds for the development of DegreeWorks for Hunter College students.

Description of Project:

The first stage of the degree audit system was introduced to undergraduates in FY07 to great acclaim by students and student advisers. It was further enhanced in FY08. The system will continue to be augmented and extended, including extending it to graduate students.

College: Hunter College

Project Name: One-card System (item 9)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$82,262

Summary:

The One-card system will continue to be built-out and maintained.

Description of Project:

The One-card system now provides ID cards for students, convenient printer charging, book vouchers, a student dining plan, laundry access, library fine payment, and vending machine access. The system will continue to be expanded to bring these services to more students and to add services, including student access to digital locks on computer labs and identification for the Hunter access security system as well as lab sign-in systems. The budget includes the cost of yearly maintenance for the Blackboard transaction system that runs One-card.

College: Hunter College

Project Name: College Assistant Support (item 10)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$620,000

Summary: Funding is provided to continue to provide longer hours for the open computer labs. The student helpdesk and S-Net support will continue to be enhanced, with both improved hours and additional training for the staffing college assistants. The amount has been reduced to reflect savings from the installation of technology in classrooms that no longer needs to be delivered by college assistants

Description of Project:

This project provides for college assistants for various computer labs to extend the open hours, so that students can have access to computer resources at times most convenient for them. A student helpdesk is also funded to provide end-to-end technology walk-up and phone support for the students. This helpdesk is open seven days a week from morning to late evening. The Student IT Support Manager (funded as part of item 11) will coordinate the work of college assistants in the labs and at the helpdesk, getting more useful service from both. The proposed pooling of college assistants between groups is expected to provide overall more integrated service between AV, computer labs and the helpdesk.

Funding will continue to provide some AV services to various classrooms. As more and more classrooms have been enhanced with built-in projection and sound, the AV college assistants will be switching their duties from bringing carts to classrooms to providing help to faculty with their presentations and Internet access on the built-in systems.

College: Hunter College

Project Name: Full Time Staff (item 11)

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget:-\$660,000

Summary:

Eight full time IT lines are currently funded from the technology fee. All of these lines help to provide improved technology support for students.

Description of Project:

The full time IT lines have provided an enormous improvement in educational technology services to courses and the faculty teaching them. The eight lines are:

- Two educational technologists who work one-on-one and in small groups with faculty on utilizing Blackboard, Podcasting and otherwise technology to enhance courses.
- One technology trainer who provides training courses for faculty and students in software and technology resource use.
- One academic technology systems manager.
- Two technicians who provide technical support for the S-Net servers and the network.
- One student IT support manager who oversees the helpdesk and other student IT support functions, provides student technology training, and helps manages student technology projects.
- A technology fee finance and budget coordinator who also helps coordinate and manage technology fee projects.

Note that both the technology trainer and the student IT support manager will coordinate and provide training to students, which is an addition to our faculty/staff technology training program.

College: Hunter College

Project Name: Enterprise Technology Initiative (item 12))

Expected Start Date: July 1, 2009 **Expected End Date:** June 30, 2010

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$280,000

Description of Project:

Funding will be provided for important CUNY centrally organized technology projects of tremendous benefit to students. Because of budget constraints, is unlikely that CUNY will undertake new ETI projects this year. We expect the most important existing student-centered, mandated CUNY enterprise projects such as Blackboard, student software, and improved internet connectivity to continue.

FY 2009 – 2010 Budget Overview

**Student Technology Fee Budget FY 2010
(Proposed)**

#	Projects	Proposed FY2010 Spending
1	Open Computer Labs and PAC's	165,000
2	Software Licensing	180,000
3	Smart and Technology-enhanced classrooms	120,000
4	Library Online Databases and Software	85,000
5	Student Printing	200,000
6	Student Network/Wireless	700,000
7	Assistive Technology	5,000
8	Degree Audit System	25,000
9	One-card System	100,289
	<i>Total OTPS costs</i>	<u>1,580,289</u>
	<i>Personnel Services (PS)</i>	<i>PS Proposed</i>
10	<i>PS Part Time Total</i>	620,000
11	<i>PS Full Total Total</i>	660,000
12	CUNY ETI	280,000
	Final Total	<u>3,140,289</u>
	Funds collected (approximate)	3,450,000
	Previous Year's Deficit (as of May 30, 2009)	137,211
	Total Available Funding (approximate)	3,312,789
	Reserve	172,500
	Expected Deficit	0

Appendix

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

Title	Name	E-Mail Address
Chair, Acting Associate VP for Finance & Admin. Provost's Office Provost's Office/FDA-Faculty Member	Conan Freud	cfreud@hunter.cuny.edu
	Vita Rabinowitz	vita.rabinowitz@hunter.cuny.edu
Dean of Arts & Sciences	Manfred Kuechler	mkuechle@hunter.cuny.edu
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Business Office	Jason Ares	jares@hunter.cuny.edu
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HEO Representative	Marilyn Daley-Weston	marilyn.daley-weston@hunter.cuny.edu

Technology Fee Advisory Committee Meeting Summary: September 10, 2008

The Tech Fee summary from the May meeting was reviewed. A correction to be made: The problem with the Degree Audit is with the reporting tool and not with the system itself.

Budget Overview

Tech Fee for students was raised by a third, for the term starting Fall 2008. The original expectation for collections, from which the May 2008 budget plan was built, was for \$2.6 million. With the fee increase it is expected that approximately an additional \$845,000 will be raised, bringing the total to approximately \$3.345 million. In FY2008, the year past, the amount collected was \$2,585,289. Despite the increase in funding we hope to hold back some spending until we know exactly how the increase will work out. In addition, the technology fee money for FY08 was overspent, for the first time. In past years there was a surplus, which has now been used up.

This Fall 2008 meeting is being held earlier this year because CUNY has asked us to submit a revised budget, based on the fee increase. The earlier meeting will allow the advisory committee's voice to be heard before most of the spending gets under way.

The proposed adjustments to the original budget were based largely on the concerns that students have voiced over time. Most of the additional funds will be spent for two items. The first is a plan to complete wireless networking for the entire campus over the next two budget periods. There is approximately \$1.1 million needed to complete the installation. The proposal is to increase the tech fee network spending from \$250,000 to \$550,000 in each of FY09 and FY10 to complete the network. The hope is to spend second part of this network money early in the FY10 fiscal year so that the wireless network can be ready in the fall of 2009. The second focus of increased spending is to maintain service to students given by college assistants. The plan is to add college assistants to the technology fee who will provide support for students on the student helpdesk, in the student computer labs, and for classroom technology support. The proposal is to increase the tech fee spending on student support from \$395,000 to \$720,000.

Additionally, the increase fee money will be used to add more to open labs (\$20,000) to restore the previously cut printing subsidy (\$100,000), to restore CUNY ETI funds previously cut (\$60,000) and to deal with required raises to staff (\$40,000)

Reports on Tech Fee Projects

Open Labs

Most of the open lab desktop computers that were purchased 4 years or longer ago were replaced during the past year. This includes the computers in the ICIT labs both at 68th Street and Brookdale. We replaced seventy percent of them in the library, with approximately 60 additional library computers still to replace. We also replaced all the computers in the Socrates center, which were up to ten years old.

Our PACS were often down, about 20 of the 140 PACs are regularly down. We have hired a 32 staff member to check on them routinely. Because the PACs are such old technology it is very

hard for him to keep them running. In addition, several have been stolen and replacements are no longer available. We would like to upgrade them with new computers as well as allow them to print. It was suggested that there be Hunter News displayed on the screensavers. We hope to do that when the PACs are replaced with real computers.

Software licensing

Software is really an academic issue and it should go through the Provost's office. The Provost's office has put together a software committee lead by Manfred Kuechler. The committee will call for software requests, evaluate them, and make recommendations for purchases. Department chairs were asked to make nominations for this committee, so it would be representative of the academic community. The committee convened and worked online with a Blackboard site.

Smart and Enhanced Classrooms

ICIT has tried to get every classroom on campus equipped. As of the meeting, there were 116 smart classrooms. Overall, there are about seventy-five registrar scheduled classrooms. Of these, twenty-one classrooms have not been equipped with projection and these will be the priority during the year. In addition to new installations, the staff need to make regular repairs to classroom equipment. The rooms are checked early in the morning, and repairs made when possible.

There are also many departmentally controlled rooms which have had projection added. The expectation is that when the tech fee is used to upgrade a departmental classroom, that room will become available for registrar scheduling in times the department does not use the rooms.

PIXIE level 2 classrooms have computers as well as projection installed. It is a goal to create more level 2 classrooms which instructors can use without carrying a computer to class.

Library

Library licenses paid by the technology fee were renewed. The library allocation in Tech Fee for FY09 included some microfilm/microfiche equipment as well as licenses.

TLT Grants

Grants were issued in the usual way in the first part of FY2008. In the second part of the year, the TLT support was focused in the FIT Program, which was not funded by tech fee.

Student Printing

The printer subsidy has continued and students can continue to print for \$.05 for a black-and-white page. As noted above, the proposed cut-back in the subsidy was withdrawn with the new tech fee money available.

Network

See above for the network spending proposal.

It was noted that when the wireless project is completed, the rogue access points will have to be removed. Secure login to Hunter access points will be required.

Assistive Technology

\$5000 a year was spent on assistive technology over the past years. Last year much more was spent to purchase new software and make the Hunter main website text accessible.

It was noted that the assistive software in the library will be needed to be upgraded.

One Card

The OneCard subsidy has continued. A new program for OneCard allows students to purchase their books from Shakespeare and Co. on financial aid using OneCard. There will be new one card turnstiles in the library to provide better library security. Card expiration stickers are being discontinued as they harm the card reading equipment.

College-Assistant Program

It was noted that Tech Fee also pays for the college assistants who are part of the laptop loan program, library computer assistants, computer assistants at Brookdale, scheduling assistants in the registrar's office as well as the help desk, lab support and audio-visual.

CUNY ETI

CUNY collects money from the Tech Fee budget every year for beneficial programs such as the Microsoft and anti-virus software. The recommendation in the past was that the limit is to be 10% of the tech fee. This year, the limit was loosened and left to the campus to decide.

Degree-Audit System

The DIG system will be available for graduate students when the online graduate catalog goes live. We are in the last phases of the contract negotiations and hope to get going on the creation of the catalog shortly.

Technology Fee Advisory Committee Meeting Summary: 2/27/09

Review of FY09 Spending

The spreadsheet listing expenditures to date in the FY09 budget was distributed. The proposed amounts listed on the spreadsheet were those discussed in the fall meeting to revise the technology fee plan after the fees were raised. The spreadsheet showed that there was a surplus in technology fee funds until FY08. FY08 showed a deficit that was carried over to FY09. Based on the spending to date and what is mandated to be spent, it appears that there will be another deficit, although smaller than in FY08.

Technology fee programs report:

Open Computer Labs

We replaced approximately 150 computers in open labs, including Brookdale, to date. The PACs remain a problem and we have a program to replace them all over the next months. In order to make the PACs work better, we need to regularly remotely monitor and rebuild them on demand. This year we purchased a system for doing this, which we are in the process of putting into place. The system will also be useful in the enhanced classrooms with computers installed as well as in our labs.

Software Licensing

The Provost Office Software Advisory Committee called for requests for software from faculty and then assembled a list of the most desirable software acquisitions. Most of the software on the list was purchased with technology fee funds; the remainder with other funds. In addition, the cost of the Blackboard Academic system that CUNY runs is included in the budget.

In addition to recommending software purchases, the committee is also developing recommended software standards for Hunter labs. This will allow students to be sure of what software to expect when they sit at a particular type of computer in the labs.

Smart and Technology Enhanced Classrooms

We are striving to get as many classrooms done as possible during the current fiscal year. Based on registrar data, there are 76 classrooms that the registrar schedules. Twenty-one of these classrooms had not been enhanced at the end of FY08. The goal this year has been to do as many of these classrooms as possible, as well as make classrooms, which are heavily used, into Level II enhanced classrooms – including an installed computer. Nine of the registrar-scheduled rooms on the main campus were completed to date, with more planned for the spring break. In addition, over the summer and fall we upgraded most of the Education School rooms, several more at Brookdale, and all of the classrooms at the School of Social Work. The budget also reflects replacements and upgrades in existing enhanced rooms.

Library

The microfiche and microfilm printers were purchased over the past year but now need new computers to operate. We will look to see what can be provided.

TLT Grants

The new summer FITT Program was funded by the president, so no funds are being spent this year for new programs under teaching and learning grants with technology. Small amounts have been spent on funding the remainders of programs from previous years.

Student Printing Subsidy

The technology fee continues to fund the subsidy, which reduces the price of student printing.

Student Network

This year we focused spending on establishing wireless networking across the campus. We are in our second year in the campus wireless network program. Money was spent to improve the back-end network infrastructure and the network closet switches that will make wireless possible. The wireless focus has been on the West Building and the East Building, parts of the North Building, and the classroom area in the School of Social Work. With the infrastructure in place, we should be able to finish the rest of the 68th Street campus during the summer or at start of fall term. We will order the new equipment as soon as the FY10 funds become available. Wireless is great benefit to students, but the network is open to all who have a Hunter NetID and serve the needs of students. The budget line for the Student Network also pays for network maintenance and upkeep of systems that students rely on, such as email. We continue to strongly support the right of students to auto-forward their email.

Assistive Technology

No funding was allocated this year, after a larger allocation last year.

Degree Audit System

We continue to pay for maintenance and upgrades of the degree audit system. There are frequent updates to the system. We are waiting for the online Graduate Catalog (still delayed in Hunter legal) to make Degree Audit available to graduate students.

One Card

We paid two years worth of OneCard maintenance in FY08, so this year's cost is reduced. Blackboard is requiring us to do a systems upgrade for the community and transaction systems, which will add something to the cost this year. With that upgrade will come the replacement of the last two for our cash machines. The replacements will be full-featured and take credit cards.

It was noted that the one card system has been a good long-term investment, especially since the new security system will use the OneCard and no additional card system needs to be implemented. The library turnstiles showed that the OneCard ID system can work efficiently. From October to early January there were approximated 245,000 library entries through the turnstiles without a single student complaint.

CUNY ETI

This year CUNY reduced the amount that was spent on ETI and related programs. The technology fee will be paying \$280,000 of the cost plus our share of the cost of Blackboard Academic System.

Personnel

As discussed at the fall meeting, we are using the Technology Fee to maintain the services that students need in our labs and classrooms. That has required a larger expenditure for part time staff than in previous years.

Budget for FY10

The distributed spreadsheet showed a proposed budget plan for FY10. The goal is to maintain a balanced budget, while providing the most necessary services for students. Toward this end, it was proposed that 5% of the budget be kept in reserve. Features of the FY10 budget include a continued focus on completing the wireless network, replacing the PACs, improving access to software in computer labs, completing the enhanced technology in Hunter classrooms, and continuing to replace computer lab systems every four years.

Additional Notes

CUNY Portal & BB Updates

As of the meeting there were still problems with both the CUNY Portal and Blackboard, both of which are critical systems for students run by CUNY CIS. The problems were discussed. The portal problems created registration problems for many students, which were finally cleared up through the coordinated effort of our Registrar's Office and ICIT's helpdesk. There was a great response to a major emergency. The lesson these problems have taught us is that we must have a contingency plan in place in case the portal fails again. Also, it was noted that we want everyone to sign up for CUNY Alert, however, this was impossible, while the Portal was down.

Franklin Steen

Technology Fee Meeting Summary: May 15, 2009

Final FY2009 Spending

All Technology Fee funds for the current year have been expended. Therefore the year-to-date spending is equal to year-end spending. As reported at the previous meeting the projection is for a deficit again in FY09, approximately \$137,000. Items that were overspent include the Open Labs and Classrooms, Smart Classrooms and OneCard.

The Open Labs spending was used to continue to upgrade public computer systems. There were more necessary updates than expected. The Smart Classrooms installation progressed rapidly and we were able to complete more than were expected. OneCard needed an update to comply with new credit standards, so the expenditure exceeded expectations.

A few more details: There are still 60 more library computers to upgrade and we will be adding seats to the 7th floor and 6th floor library computer classrooms. SPSS, Complex Samples, MatLab, Stata and Atlas TI were purchased according to the Provost's Software Advisory Committee recommendations. This software will find heavy use on campus. We have now completed over 130 classroom technology upgrades and installations. There are only a few rooms left to reach our goal to install technology in 100% of registrar-scheduled classrooms. Forty percent of the campus is now wireless. We are well on our way to completing the wireless project this summer or fall 2009.

FY2009-2010 Proposed Budget

The proposed budget spreadsheet was presented. The proposed budget plan contains a 5% reserve, in case some expenses come in higher than projected.

Open Labs and Classrooms:

\$165,000 is allocated. The allocation is reduced slightly since so many of our labs are already using newer equipment.

Software Licensing

The Provost's Software Advisory Committee has produced a core software list that every Hunter College computer, available to students, should have installed. The list includes plug-ins and add-ins that work for Blackboard; every computer should pass the Blackboard compatibility test. We will require all computers funded by the Technology Fee to have the core software installed.

Smart and Technology Enhanced Classrooms

The amount listed, \$120,000, should suffice to finish the remaining classrooms and complete repairs and replacements on the older systems.

Library Online Databases and Software

The increase in prices is reflected in the increased allocation.

Assistive Technology

This item has returned to the budget.

Student Printing

The subsidy will continue. We also used the OneCard system to assist the Undergraduate Student Government with maintaining printing in their lab. The free printing was abused and the printers broken. The OneCard will be used to limit free printing, initially to 300 copies per student per term. The printing limit also supports a more sustainable lab.

Student Network/Wireless

The allocated funds should suffice to complete the wireless project.

Degree Audit System

The amount listed is not certain. There may be extra charges for adapting the graduate calendar and include the recent changes to minors. The reserve may be needed to cover this.

OneCard

More services will go onto OneCard. The food service RFP stipulated OneCard use for purchases, both at counters and vending machines. . We are also installing more OneCard door locks around campus.

Personnel

The temporary service budget for personnel has been reduced because we anticipate being able to cut back on personnel used for audio-visual and as a result of consolidating computer servers between ICIT departments. We also plan to use work-study students for tasks such as cart delivery.

CUNY ETI:

We do not know what this actual amount will be. No new programs will likely be added. We expect the amount to remain as it was in FY09.

Blackboard Update

CUNY's Blackboard service has moved from the CUNY local environment to the Blackboard hosted services. We expect much better performance, because this is Blackboard's premiere service offering. ICIT has also developed alternative ways for faculty to save and distribute material, in case Blackboard goes down. The role of Blackboard Snapshot and course listings was explained.

Registration

We are hoping that the CUNY registration system works for the coming terms.

Franklin Steen

