

HUNTER COLLEGE

of The City University of New York

FY 2010-2011 Student Technology Fee Plan

Submitted to

The City University of New York

By

President Jennifer J. Raab

June 30, 2010



**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 (starting FY2010 - 2011):

1. Provost
2. Vice President for Administration
3. Associate Provost

4. Deans of all five schools (Arts & Sciences, Education, Nursing, Health Professions (incl. Public Health), 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. Eight (8) undergraduate students
10. Five (5) graduate students, one from each school
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 Business Office
15. 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 2010 – 2011 Plan

CUNY FY11 Student Technology Fee Plan

College: Hunter College

Project Name: Open Computer Labs (item 1)

Expected Start Date: July 1, 2011

Expected End Date: June 30, 2011

(This is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$200,000

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 well 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 several years the oldest computers in the open labs were upgraded and replaced on an approximate four year cycle. Because of the time it takes to indentify and procure the replacements, most public computers remain in active service for nearly 5 years. It is expected that approximately 250 additional older computers will be replaced in FY11 in open labs and in hallways. The hallway computers, Personal Access Computers (PACs), are popular and students will benefit from increased functionality the newer versions will provide, such as the ability to print, use regular software, read enclosures and save work to a flash drive. In addition, 30 new laptops will be added to the laptop loan program in the library, bringing the total number of available laptops to 135. These laptops will double as a portable open computer lab and classroom when needed.

College: Hunter College

Project Name: Software Licensing (item 2)

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(This is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$175,000

Summary:

This project will continue to provide uniform licensing of standard software to all the labs and for other instructional use. The goal is to allow students to use the same software they need for a variety of courses in nearly every campus computer 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 Software Advisory Committee (SAC) which makes recommendations for software to be purchased. The committee decides based on course size and need. The software recommended by the committee being purchased includes:

SPSS: standard statistics software installed on 1000 public computers at Hunter. Used by several thousand students each year.

JMP: SAS based package, new this year, that we also expect to be used by 1000 or more students at time progresses.

SUDAAN: an SAS package, new this year, that is used by students in life science, medical area and public health classes.

Stata: an additional statistics package used by several larger classes

Wimba Voice Tools and Pronto: tools that are being used by Education and other courses communicating with students outside of class.

Atlas TI and Nvivo: Qualitative analysis tool packages in use by the School of Social Work and social science areas.

Matlab: Mathematics software based on matrices in use by Psychology and Economics courses.

Final Cut Studio: Video editing software used in many Art and Film and Media Classes.

Adobe Creative Suite: multimedia software used not only in Art and Film and Media, but in many other courses as well.

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 Symantec Anti-virus.

College: Hunter College

Project Name: Technology-Enhanced Classrooms (item 3)

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$175,000

Summary: This project continues to install instructional technology into classrooms.

Description of Project:

Enhancements to the classroom will include a data/video projector with sound, network hook-ups, electrical and lighting enhancements and a screen (Level 1). We also have added a computer, DVD player and rack in many classrooms creating what we call a Level 2 enhanced classroom. Nearly every classroom at Hunter College is officially a Level 1 enhanced classroom. However, faculty are showing a preference for Level 2 classrooms, therefore much of the improvement this year will go into converting Level 1 to Level 2, as well as finishing up the remaining few unenhanced classrooms. Approximately 30 classrooms on the 68th Street campus and at the Brookdale campus will be upgraded this year. Upgrades of lecture halls and replacement of worn out classroom projection and sound equipment are included in this project, since many of our enhanced classrooms are 6 to 8 years old. Finally we are adding Smartboards to a number of classrooms in lieu of regular projection to meet the needs of the programs that primarily use those rooms

College: Hunter College

Project Name: Library Electronic Media Resources/Publications (item 4)

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(this is a recurring project)

Person Responsible for Project: Clay Williams

Proposed Budget: \$370,000

Summary:

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

Description of Project:

This project will continue to extend the resources of the library to the student community by providing online database and other online resource access. The selection of available resources is very large and can be seen at <http://library.wexler.hunter.cuny.edu/>

College: Hunter College

Project Name: Teaching and Learning with Technology

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$50,000

Summary:

Grants to faculty will continue to be provided by the President using special funding for the summer of 2010. After that, we do not expect these grants to continue, so we will be reinstating the faculty grant program at the level of \$50,000 total. 15 to 20 grants will be funded from this amount during the school year 2010 to 2011.

College: Hunter College

Project Name: Student Printing and OneCard (item 6) , **Expected Start Date:** July 1, 2010

Expected End Date: June 30, 2011

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$250,000

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. This year we have combined the printing project and the OneCard project, since the original purpose for OneCard is to facilitate and charge for printing.

Description of Project:

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

Funding will continue to purchase dot matrix supplies and printers for free printing of drafts. This remains an option for students who print first drafts and printouts of statistical graphs. Dot matrix printing is slow and unattractive and, as such, is kept to a minimum, even though we still keep it free.

While our copiers print two-sided, all of our printers currently print only one-sided. Part of this year's project will be to try out two-sided printers in charge-for-use mode. In addition, we will be instituting a trial of public scanning in the library to help save paper and still allow students to copy materials.

The OneCard has been a major success. While it serves as an ID card, its major use and cost involves the charging for printing. With the OneCard in place, printing and copying is limited by cost. Even though students get subsidized printing from this program – a feature that student members of the Tech Fee Advisory Committee strongly support – the fact that it is charged very consistently makes students think twice before printing unnecessary pages.

College: Hunter College

Project Name: Student Network/Wireless and Infrastructure (item 7)

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$770,000

Summary:

This project improves network infrastructure and continues to extend and improve wireless networking on all Hunter campuses.

Description of Project:

The focus of the funding for this item continues to be the wireless network. The popular wireless network will be extended to more areas in heavy use by students. While all campuses are close to being 100% wireless, the extent of wireless use requires that we add access points and provide more bandwidth of all networking. This project will continue to fund switches, access points and other infrastructure, as well as pay off the necessary ongoing maintenance of the network. At the same time this project will also pay for additional infrastructure that is essential for academic use of the network, including upgrades to the machine room, wiring and network security.

College: Hunter College

Project Name: Assistive Technology and Web Access Enhancement (item 8)

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(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 9)

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$20,000

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. The project also pays for maintenance of the system. There appears to be a need for additional hardware capacity for the degree audit system. That capacity would be funded by reserve funds that we are also setting aside in tech fee.

College: Hunter College

Project Name: College Assistant Support (item 10)

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$730,000

Summary: Funding is provided to continue to provide longer hours for the open computer labs. The student helpdesk and student support will continue to be enhanced, with both improved hours and additional training for the staffing college assistants. The project also continues to pay for college assistants and other part time staff who provide support for classroom and other instructional technology.

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) coordinates the work of college assistants in the labs and at the helpdesk, getting more useful service from both.

Funding will continue to provide 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. In addition, college assistants help faculty with Blackboard and other online academic applications.

College: Hunter College

Project Name: Full Time Staff (item 11)

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$470,000

Summary:

Five 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 other technology to enhance courses. They also work on hybrid courses and other online instruction.
- One help desk technician who provides technical support for the student network and servers.
- One student IT support manager/help desk 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 manages technology fee projects.

Three additional positions: a technology training, an academic technology systems manager, and a help desk technician have been moved to other budgets, although these positions still provide student IT support. The funds that were freed in tech fee by this move were allocated to the student network, where it is very much needed.

College: Hunter College

Project Name: Enterprise Technology Initiative (item 12)

Expected Start Date: July 1, 2010

Expected End Date: June 30, 2011

(this is a recurring project)

Person Responsible for Project: Franklin Steen

Proposed Budget: \$370,000

Description of Project:

Funding will be provided for important CUNY centrally organized technology projects of tremendous benefit to students. Because of budget constraints, it 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 2010 – 2011 Budget Overview

Student Technology Fee Budget FY 2010 – 2011

Item	Projects	Budget FY2011
1	Open Computer Labs and PAC's	\$200,000
2	Software Licensing	\$175,000
3	Technology-enhanced classrooms	\$175,000
4	Library Electronic Media Resources]/Publications	\$370,000
5	Teaching and Learning with Technology	\$50,000
6	Student Printing/One Card	\$250,000
7	Student Network/Wireless and Infrastructure	\$770,000
8	Assistive Technology	\$5,000
9	Degree Audit System	\$20,000
	Total OTPS costs	<u>\$2,015,000</u>
10	College Assistants	\$730,000
11	PS Full Time (8 FTE)	\$470,000
	Total PS	<u>\$1,200,000</u>
	SUBTOTAL (PS plus OTPS)	<u>\$3,215,000</u>
12	CUNY ETI	\$370,000
	Projected Total Spending	<u>\$3,585,000</u>
	Approximate Total Funds Collected	<u>\$3,700,000</u>
	Reserve	\$115,000

Appendix

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

	FY 2011	
Title	Members	Email
Chair, VP for Admin/COO	Len Zinnanti	lzinna@hunter.cuny.edu
Provost	Vita Rabinowitz	vrabinow@hunter.cuny.edu
Associate Provost	TBA	
Dean of A & S	Robert Greenberg	robert.greenberg@hunter.cuny.edu
Dean, Education	Sherryl Graves	sgraves@hunter.cuny.edu
	Kate Garnett (alt)	kgarnett@hunter.cuny.edu
	Jim Lengel (alt)	Jim@lengel.net
Dean, Nursing	Kristine Gebbie	kgebbie@hunter.cuny.edu
Dean, Health Professions	Kenneth Olden	kolden@hunter.cuny.edu
	Martin Dornbaum (alt)	mdornbau@ms1.hunter.cuny.edu
	Gary Krasilovsky (alt)	garyk2@optonline.net
Dean, Social Work	Jacqueline Mondros	jmondros@hunter.cuny.edu
	Chickie Piazza (alt)	cpiazza@hunter.cuny.edu
VP, Student Services	Eija Ayravainen	eija.ayravainen@hunter.cuny.edu
Dean of Student Life	TBA	
Chief Librarian	Daniel Cherubin	daniel.cherubin@hunter.cuny.edu
AVP/CIO	Franklin Steen	franklin.steen@hunter.cuny.edu
Graduate Students	Sarah Goldoff	sgoldoff@hunter.cuny.edu
(one rep each school)	Gwen Hill	institutionalresponsibility@gmail.com
	Ted Ryo	vpuniversityrelations@gmail.com
	Teresa Florindi	tflorind@hunter.cuny.edu
	TBA	
Undergraduate Students	David Wexler	david.wexler@hunterusg.org
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	Michael Wood	mwood@hunter.cuny.edu
HEO Representative	Marilyn Daley-Weston	marilyn.daley-weston@hunter.cuny.edu
Business Office	Giancarlo Bonagura	bonagura@hunter.cuny.edu
College Laboratory Tech	Peter Jackson	peter.jackson@hunter.cuny.edu

Technology Fee Advisory Committee

Meeting September 30, 2009

Summary

1. Review of summary of March 15th 2009 meeting
2. Budget report for the completed year: FY2009

The spreadsheet was presented listing the preliminary numbers for the year-long spending in FY2009. The presentation was made by projecting the report to save paper in keeping with the sustainability goals for Hunter College. The final numbers will be reconciled with the budget office. In summary:

- major work was done in open labs, replacing over 250 computers in open labs;
- more than 50 Hunter classrooms were upgraded either to Level 1 (needing a laptop) or Level 2 (with a computer).
- we took the advice of the Provost's Software Advisory Committee and purchased all of the software recommended – most of it from Tech Fee funds.
- the library databases budget was increased slightly.
- the presidential FITT initiative took the place of the teaching and learning grants this year, and direct faculty support was not funded from Tech Fee.
- we spent the planned \$700,000 on the wireless network and made major inroads into making the entire campus wireless.
- we continued to pay for maintenance upgrades for degree audit, but no major improvements were made.
- OneCard funding includes the cost of making the OneCard charging system compliant with the new PCI credit card industry security standards.
- we spent close to the planned expenditures for support staff.

3. Overview of FY2010 Budget

- This year's budget includes a 5% reserve amount for emergencies.
- We have already used Tech Fee to update labs in geography, ICIT/reading writing center, and Dolciani. Library and Brookdale labs updates are being ordered. Computers that students use are replaced after about four years of use.
- PAC update: We have tested and selected a new computer type for the PAC replacement. The current PAC technology is eight years old; the newest PACs are four years old. The new model is a tiny Windows computer, which will allow students to read MS Office documents as well as gain access to the internet. The PACs, as bad as they are, are the object of theft. Many of the ones that "do not work" are the stolen ones. We also have selected a new locked box for the new PACS. We hope to have the first batch of PACS in during the Spring term. We are working on getting printing for some of the most used PACs.
- We will continue with the increased library spending.
- The FITT program continued this summer, so we did not allocate funds for the faculty TLT .

- As soon as money became available this past summer, we it spent on wireless. The access points came in this past Friday. They will be placed in the North building and Thomas Hunter Hall.
- We have already purchased the assistive technology items for this year.
- We continued to work on (and pay) for the OneCard eCommerce security upgrade for ecommerce. (PCI compliance)
- We budgeted \$20k less for temporary staff this year. We are hoping to use work study students college assistants and see further savings
- We are uncertain as to how much the CUNY ETI expense will be. CUNY ETI is the “educational technology initiative;” we pay CUNY to purchase common good items for lower prices. The ETI includes Blackboard, Microsoft Office, internet connectivity, Symantec antivirus, and Oracle – all at much lower prices than we could get by ourselves.

4. Brookdale wireless update.

We have been technically analyzing the network problem at Brookdale and we called in our network provider to help. We have made some tweaks to the wireless system there, but it has not made a significant change. We also purchased a hardware and software system that monitors network load. The package indicated that there is plenty of internet bandwidth at Brookdale, so the problem is with bottlenecks on the wireless part of the network. Since that network was updated in late 2006, the use of the network has increased dramatically, with students watching TV and movies, playing high end network games and doing major downloads on the network. The problem is a difficult one to fix. We will continue to try various upgrades until the problem is solved.

5. Additional Notes:

- We should make it known to students that labs in departments that are funded by Tech Fee funds are available for their use when the department is not using them for instruction. More signs are going up that say, “Funded by the Student Technology Fee.”
- Students have asked for a map of where all of the many public computers are located.
- A student handbook/planner is in the works so that students do not need to get all the information from Hunter/Gatherer.
- The library is testing software that will allow students to reserve computers at a specific time and alert students as to where there are open computers.
- Software notes:
 - All Tech Fee funded labs now have a “core software” list installed. This way students will always be able to use this list of software regardless of the lab they are in. See the icit website at <http://www.hunter.cuny.edu/icit>
 - The Provost’s software advisory committee (SAC) solicits requests for software purchases and makes recommendations as to what software will be needed by Hunter students. The most important of those are funded by the Tech Fee.
 - Some specifics: SPSS software around campus is funded by the Tech Fee, as is much other software. SPSS is very heavily used by students. Complex Samples is an addition to SPSS that adds power for statistical analysis; Matlab is software that

is very useful in the sciences and psychology; Atlas TI is qualitative analysis software used in the School of Social Work, and elsewhere.

- This is the first year we have not had any major complaints about eSims. Students can now use eSims even if the portal is down.
- A bridge program from CUNY data warehouse synchronizes eSims and DIG information. If the program does not work the synchronization does not follow. DIG has a date which tells when it was last updated, so students will be able to see if it has been synchronized.
- A reminder to sign up for CUNYalert.

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

Thursday, February 4, 2010

3:00 pm

Summary

Review of summary of September 30th meeting.

Correction: students had asked for a map of the public computer locations on campus. This was left out of the summary.

We received a letter from Vice Chancellors Dobrin and Logue asking for a preliminary Tech Fee report by March 1st. We are preparing the report based on the discussions at this meeting.

FY2009 Budget and Spending to Date, Reports:

- Open Computer Labs and Classrooms
 - The proposed \$180,000 has been spent in full. We purchased approximately 300 new computers mostly replacing 4-year-old ones. These include 57 new PACs which are being installed. The library replacements are now complete. Among these numbers are computers for 40 new student open computer seats in the library. (20 replace seats that were taken out elsewhere; 20 are brand new.) Of those 40, 25 are laptops which will be used in a new lab and will also be available for laptop loan.
 - Laptop loan program: 50 are for in-library use; 20 may be taken from the library on a daily basis.
 - We have approved for purchase, software that the library requested to allow students to reserve times on the library computers. We continue to await procurement and delivery of the software.
 - We are also preparing a trial of printing, from student laptops in the library and from some Pacs.
 - Pacs: the Facilities Dept is installing secure boxes for the new Pacs, which we are also in the process of installing.
 - The Socrates Center, which has Tech Fee funded computers, will soon be available for extended hours. Signs have been added to make it clear that the computers were funded by Tech Fee.

- Software Licensing
 - The Provost's Software Advisory Committee (SAC) recommended purchasing a number of packages. These include new statistical software, Sudaan, for life sciences statistics, and JMP, a derivative of SAS, as well as a site license for Sibelius, music notation writing software. Most of the SAC recommendations were funded from the Technology Fee. Overall the SAC recommendations have not only helped us build a very useful library of software but have also helped maintain the most important software used at Hunter.
 - It was noted that many faculty are not yet aware of the extent of the software available for their courses. The ICIT website and helpdesk need to better inform faculty of this availability. We now have three different full statistics packages widely available.

- Both Matlab and Mathematica are available to all. We have also added qualitative analysis software and there is much more available.
- Adobe software is popular and Adobe offers a way for students and faculty to buy software at the educational price for home use. There are some contractual issues to work out in this area.
 - Smart- and Technology--Enhanced Classrooms
 - We put in approximately 25 new or updated technology enhanced classrooms. Work this year includes upgrades and repairs to the major lecture halls.
 - We continue to focus on the registrar-scheduled classrooms and Brookdale classrooms.
 - Library Online Databases
 - The \$87k that was allocated for the library is not ten percent of Tech Fee, as required by the Chancellor. We will have to make major adjustments to that spending in the coming year.
 - TLT Grants
 - The President has provided funds for the FITT program this year. This is the major faculty training and development program for the use of technology in courses. The Tech Fee funds were not needed this year. The \$700 listed as spent this fiscal year was for old TLT requests.
 - Student Printing
 - No change was made in the printing subsidy
 - Student Network/Wireless
 - Wireless network installs continue. It was asked that we should prioritize improving the network in several places: 4th floor West lecture hall and Thomas Hunter hall in particular.
 - We need student feedback on the wireless network.
 - We may have to spend additional funds this year to improve the Brookdale wireless situation further.
 - Degree Audit
 - We are paying for maintenance only. We are looking at an important system upgrade that should make the system perform faster.
 - One-card System
 - We had to pay for the usual license fees, plus expensive upgrades to make the system compliant with industry standard security.
 - CUNY ETI
 - Will continue to be limited to 10%.
A small reserve is expected in the FY09-10 budget. Tech Fee funds carry over from year to year.

Expected Tech Fee Income

Because of increased enrollment at Hunter, it appears that the Tech Fee funds collections will exceed the anticipated amount by approximately \$200K. The spending in various areas: software, classrooms, open labs, wireless reflect this addition.

FY 2011, 2012, 2013 Technology Fee budget proposal

Budget planning goals:

- Maintain 4 year replacement for public computers; adding seats wherever possible. For our type of commuter school, open computers are still important. The goal each year is to add more open computer seats around campus. We currently have 1300 - 1400 public computers. The goal is to increase the number of available seats by five percent each year. The goal is to also steadily increase the number of computers available for laptop loan.
- Library – we are now required to spend 10% of collected funds for online resources. Starting next year, the Technology Fee will cover about 75% of library spending on these resources, which will guarantee them even if budget cuts come.
- Classrooms – even though most of the classrooms have been technology enhanced, we will continue to work on them. There will need to be replacements of the oldest technology in the classrooms, and many of the level one rooms need to be upgraded to level 2.
- Wireless network and underlying infrastructure: we will continue to improve the wireless network, including replacing the oldest components now 4 or 5 years old.
- TLT grants – it is important to continue to fund faculty training and support for enhancing their courses with technology. We do not know if FITT funding will continue past next year, so there is an item for TLT grants in the proposed FY12 and FY13 budgets.
- Printing and OneCard – these items are linked so the budget lines have been combined. We will continue to keep printing prices low, but not free, to encourage sustainable use of resources.
- The budget shows the library fund increase at the expense of the network. We are looking at moving some of the full time staff out of the Technology Fee so that we can restore the network funds.
- Degree Audit: A larger amount is listed for the coming year to potentially add the service for graduate students
- ETI will continue to be constrained to 10% of Tech Fee collections.

We're assuming collections will stay the same over the period. If enrollment increases, collection increases.

Discussion:

What is the reason behind the ten percent for the library online resources? The Chancellor's office requires it. As noted, this will help ensure that these critical resources remain available to students.

How has purchasing of online resources been affected by the economic downturn? There has been no evidence of economic downturn in online resource pricing. Prices have gone up eight to ten percent recently.

What about eBooks? With the high cost of textbooks for any class, students can do their studying by having e-books on reserve. We have a CUNY-wide subscription for eBooks and there have been 45 thousand to 55 thousand e-books added from the e-library. You can browse by discipline. There is a user reference guide to help you get used to e-books.

Tech Fee Advisory Committee Composition

The Chancellor has noted that there should be more student participation on Tech Fee committees. Currently there are five students on the committee. From the discussion came the decision to raise the number of students to 13: 8 undergraduates and 5 graduate students—one from each school. The 8

undergraduates should come from a variety of disciplines. This will give us 13 of 34 members of the committee as students. The students will be chosen through USG and GSA. They can solicit student participation through the G-Blast and other communications. They should also designate a few alternates, as well as choose students from various majors to make certain that there is good representation.

Tech Fee Advisory Committee Meeting Times

It was requested that the dates and times of the Tech Fee committee meetings be posted well in advance so that everyone, especially students, can plan their schedules around them.

Meeting ended at 4:30 pm.

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

**Wednesday, April 28, 2010
2:00 pm**

Summary

1. Review of summary of February 4th meeting

After the last meeting the preliminary tech fee plan for 2011 was sent to CUNY central for review. The review committee enquired about the percentage of funds used for staff expenses, but mentioned that we were by no means the highest percentage among CUNY schools. We were in the high average area. The staff positions are for direct student benefit.

The Vice Chancellor's office has asked us to use ten percent of tech fee funds collected for Library online journals and other resources. The tech fee plan was adjusted accordingly. There was positive feedback that we had increased the number of students on the committee from 6 to 13. At the current meeting, however only two students were present on the committee, despite the early announcement of the meeting date and time. For future meetings, we will try to find the most convenient times for students to attend.

Because of major regular tax levy budget cuts, the tech fee funding is critical to keep campus technology services running. The Tech Fee collections for FY2010 were more than expected due to the increase in enrollment.

2. Discussion of Current Year and Three Year Budget Projection

Computer Labs and PACs

- Because of the additional funds collected, we were able to update more open lab systems than originally planned. We replaced about 300 computers in the open labs. We are expecting a 5% increase in number of seats in open labs each year for the next three years. There will be more laptop loaners in the library as well, starting with 20 additional computers next year.
- We have received the new PACS and the locked boxes to place them in. We are in the process of installing them and are getting feedback as to where to move some of the PACs so that they are more convenient for students.
- Students asked that we put Adobe Acrobat on them so that they can read PDF's. The new PACs will make it possible for us to do that.
- PACs will be left in the Student Activities Office for students to use when they visit the office.
- We have expanded the hours for the tech fee funded Socrates Center. It is open from 10am-9pm, five days a week. We hope to add more hours so that Socrates Center will be open the same hours as the library. Priority use of the Socrates Center is for Biology students, but other students can use it as well when seats are available.
- The map of computer locations that was requested in the last meeting, has not yet been completed. However, there is information listed on the ICIT website on computer locations.

- We have been asked to present computer lab information at the new student orientation sessions and to mention, in particular, the location of the Socrates Center, which is hard to find. It was also suggested that we make the Socrates Center more inviting to students.
- To help students find computer labs in general, it was suggested that we have uniform look and signage for each one—giving them a storefront look like the Admissions Office and Oasis. The fragmented naming and appearance of labs makes it hard for both faculty and students to find them within the already confusing physical layout of the college

Software Licensing

- We will continue to support software licensing of important packages for instruction. We now have a very useful set of titles. CUNY is looking at agreements with Adobe and for SPSS that could help us further.

Technology Enhanced Classrooms

- A question arose as to the criteria for providing technology for classrooms and conference rooms. For example, 819E is a conference room with no projector. How would this room get a projector? Presently, classrooms scheduled by the registrar have priority for technology upgrades. Not all registrar-scheduled rooms have been upgraded, so a departmental conference room would not be on the tech fee upgrade list, even if it were used as a classroom. The first goal remains to bring all registrar-scheduled classrooms to level 2 – including a computer in the room rather than requiring the use of a laptop.
- At Brookdale, the rooms are scheduled by the building staff, which is an exception to the registrar-schedule rule. However, the classrooms at Brookdale typically see 60 or more classes using them during a typical week. This heavy usage by Hunter students justifies tech fee expenditure for technology. All but two Brookdale classrooms have been brought to level 2.

Library Online Databases and Software

- The library online resource amount is set at exactly 10% of expected revenue for the next three years. This will assure that the library online resources will be available despite budget cuts.
- There was a discussion on e-books and library resources, however e-books are not a Tech Fee item at present. The major e-book initiative has come from CUNY central. It was noted that many of the introductory science books are not among those e-books, however e-books available for Health Professions are available.

Teaching and Learning With Technology Grants

- The Teaching and Learning with Technology (TLT) line reflects expected spending for the next three years: \$50K for next year and \$100K in the following years. These funds would cover the expenses if the President's special fund is no longer available for faculty training.

Printing and One Card

- Student printing and One Card: We did some analysis on this and thought the two items should be combined. The \$250K number will assure that the cost of printing to students will stay stable and we will continue to have the valuable OneCard service available for printing as well as other important uses.
- There was a brief discussion of color printing. The cost of color printing at \$.25 per page is still relatively high. This does not necessarily encourage students to use color printing for art and other books. There were strong opinions that we should not encourage color printing. Some of the color copier/printers have had maintenance problems and the REMI maintenance provider has not been able to repair them quickly. As a result many of the color machines are down for long periods.
- It was noted that students would like to scan and not produce paper copies. We will be doing a scanning trial in the library.
- The art library has a smaller color multifunction machine that is meeting student needs there.
- The Student Resource Center has free printing for students – there is no color printing and it is limited to 300 copies per term.
- A question was asked about the amount of expenditures for OneCard in future years. There are various upgrades we will need that could cost as much as \$150K. It was noted that the cost of OneCard maintenance is considered in the printing expenditures and such upgrades will not affect the cost of a copy to students.
- It was noted that students can use their OneCard to purchase food in the cafeteria. There is no tax if the students sign up for the meal plan. We are working with AVI to increase the discounts to students who use OneCard. We are all interested in making sure that students know about this opportunity to save on food.

Student Network/Wireless:

- The budget now shows an increase over the preliminary plan in the expenditures for the wireless network and the underlying infrastructure. We moved several staff from the tech fee to the tax levy budget and were able to project reallocating the funds to the network.
- Reports from the Brookdale dormitory indicate that the wireless continues to work well, after our last repair.

Assistive Technology

- We expect the funding need to remain level for the next three years.

Degree Audit:

- The application is heavily used and it is clear we need to make some upgrades to the hardware. The budget amount is for the software maintenance, but we will have to find additional funding for the server upgrade. The question was asked about the graduate catalog and using degree audit for graduate students. This has been on the table for some time, however, it is most important now to make degree audit to continue to work well for our undergraduates.

Staffing

- We expect to continue to reduce the expenditures for part time staff as we use more work student students and as more classrooms are upgraded to Level 2 technology.
- We moved three FTE to tax levy to free up funds in the tech fee budget, particularly for the network expense.

CUNY ETI:

- ETI includes the Microsoft agreement , as well as Blackboard, security items, network connectivity and various other software packages. The tech fee spreadsheet shows ETI at ten percent for the total tech fee amount. This is the CUNY requirement. This year the ETI exceeded that, but the rest will have to come from other funding sources.

Reserve

- The budget plan includes a reserve amount. This is one source of funds for the needed degree audit hardware changes, for example.

Coming Meetings

We should solicit times students are available before setting up future Tech Fee meeting dates. Dean's hours would be good a good time to choose: Wednesdays from 1-3pm.