HUNTER COLLEGE
of
The City University of New York

Student Technology Fee Plan

Submitted to
The City University of New York

By
President Jennifer J. Raab

April 30, 2002
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BACKGROUND:

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

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

STATEMENT OF OBJECTIVE:

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

THE COMMITTEE’S CHARGE:

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

MEMBERSHIP OF THE COMMITTEE:

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

STRATEGIC GOALS:

Strategic Goal 1:
To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art.

Objective 1.1.
To provide public access computers with up-to-date software as well as network and Internet connections in a ratio of no less than one for every twenty students over five years.

Objective 1.2.
To provide state-of-the-art smart-classrooms in no less than 50% of the general use classrooms on campus (the term "smart-classrooms" does not necessarily denote on-line network connections at every classroom seat, but instead denotes the most appropriate instructional technologies for particular classrooms).

Objective 1.3.
To ensure that instructional laboratories are equipped with the most current equipment appropriate to teaching and learning in the various disciplines of the College.

Objective 1.4.
To provide appropriate state-of-the-art technology to student services that directly support student life and learning (e.g., Career Planning and Placement, the Learning Assistance Center, the Writing Center, etc.).

Strategic Goal 2:
To enable students and faculty to make the best possible use of current technologies in support of learning and teaching.

Objective 2.1
To provide instructional programs for students to allow them to make the fullest possible use of the information technology resources of the University.

Objective 2.2.
To enhance student learning by providing access to information resources at their fingertips (in libraries, cyber-islands, etc.)

**Objective 2.3.**
To provide funding to faculty for innovative ideas on using technology in the learning and teaching process.

**TARGETS:**

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

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

It is emphasized that these are preliminary priorities.

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

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

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

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

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

I. Principles:

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

II Guidelines:

Categories of project/proposals

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

1. Open Computer Labs

This project will upgrade all computers that are more than three years old and in labs. The goal of this project is to reduce the student to computer ratio from 1:41 currently to 1:20 over the next five years. The new computers will be installed in all campuses of Hunter College (68th Street, Brookdale, SSW, and MFA). A replacement cycle for computers will also be implemented to refresh the technology in all the labs.

Budget for 2002-2003: $ 600,000
Time frame: Recurring

2. Software Licensing

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

Budget for 2002-2003: $ 176,000
Time frame: Recurring

3. Smartclassroom

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

Budget for 2002-2003: $ 112,000
Time frame: Recurring

4. Enhancements to Lecture Halls

The big lecture halls have little or basic technology in them now. These rooms are used for large classes. All the five lecture halls (714W, assembly hall, 615W, 511W, 415W and 510N) will be upgraded with required instructional technology over a period of five years.

Budget for 2002-2003: $ 100,000
Time frame: Recurring
5. **College Assistant (student) Support**

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

Budget for 2002-2003: $421,350  
Time frame: Recurring

6. **Library**

The library will enhance its online collection of journals and other required databases.

Budget for 2002-2003: $100,000  
Time frame: Recurring

7. **Funding for educational technology proposals**

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

Budget for 2002-2003: $50,000  
Time frame: Recurring

8. **Printing Cost**

The cost of printing will be subsidized for students in all the labs. Students will have to pay only a portion of the per page printing cost.

Budget for 2002-2003: $50,000  
Time frame: Recurring

9. **Full time positions**

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

Budget for 2002-2003: $260,000  
Time frame: Recurring

10. **Faculty Development**

Funds will be allocated for faculty development.
11. Cyber Island and Cyber Café

“Quick Information Access” computers will be located in areas around the campus (68th Street, Brookdale, SSW and MFA) for students to check their email or to register for a class, etc. There will also be computers setup in the cafeteria for students to use.

Budget for 2002-2003: $ 100,000
Time frame: Recurring

12. Student email & web server

This would provide a student web server that can provide student organizations and clubs with web space. Due to a large number of free email services disappearing as a result of the “dot com bust,” and the existing free email services reducing their storage size, the student email server will be enhanced to provide a reliable, stable and easy (simple and reliable forwarding services) email system. This system will also be used by the College to send mass communication to the students.

Budget for 2002-2003: $ 70,000
Time frame: Year 1

13. Assistive Technology

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

Budget for 2002-2003: $ 5,000
Time frame: Year 1 and as required

14. Contingency and Renewal & Replacement

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

Budget for 2002-2003 (R&R): $ 77,825
Time frame: Recurring at $ 100,000

Budget for 2002-2003 (contingency): $ 77,825
Time frame: Recurring at $ 230,000
BUDGET:

Total Expected Revenue (FY 2002-2003): $2,300,000
Total Expected revenue thereafter: $2,500,000

Proposed Expenditure for FY 2002-2003: $2,300,000
### Proposed Open Computer Labs

Proposed goal over next 5 years is to reduce the student to computer ratio from 1:41 to 1:20
Implies increasing the computers from 485 to 1000

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### Proposed Software Licensing

Office suite, anti-virus, other standard software
Blackboard
Oracle for Blackboard
Oracle for Blackboard maintenance

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### Proposed Smartclassroom

Basic smartclassroom - Projector with a face plate, data jack, electrical, implementation and screen. Laptop in AV which a faculty can check-out for the class
Full smartclassroom - projector, cabinet with computer, and vcr
TV and VCR in classroom including implementation
Wiring classroom

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<tr>
<td>Chair, VP for Administration</td>
<td>Len Zinnanti</td>
<td><a href="mailto:lzinnant@hunter.cuny.edu">lzinnant@hunter.cuny.edu</a></td>
<td>212-772-4460</td>
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<td>Provost's Office</td>
<td>Ann Cohen</td>
<td><a href="mailto:ancohen@hunter.cuny.edu">ancohen@hunter.cuny.edu</a></td>
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<td>Eija Ayravainen</td>
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<td>Dean of Arts &amp; Sciences</td>
<td>Judith Friedlander</td>
<td><a href="mailto:judith.friedlander@hunter.cuny.edu">judith.friedlander@hunter.cuny.edu</a></td>
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<td>Ann Henderson</td>
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<td>Dean of Education</td>
<td>David Hodges</td>
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<td>Dean of Health Sciences</td>
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<td>Martin Dornbaum</td>
<td><a href="mailto:mdornbau@ms1.hunter.cuny.edu">mdornbau@ms1.hunter.cuny.edu</a></td>
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<td>Dean of Social Work</td>
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<td>Anthony Sainz</td>
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<td>Director, ICIT</td>
<td>Anand Padmanabhan</td>
<td><a href="mailto:ap@hunter.cuny.edu">ap@hunter.cuny.edu</a></td>
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<td>VP of Student Services</td>
<td>Michael Escott</td>
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<td>Senate - Faculty Members</td>
<td>Devra Golbe</td>
<td><a href="mailto:dgolbe@hunter.cuny.edu">dgolbe@hunter.cuny.edu</a></td>
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<td>Bill Sweeney</td>
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<td>Anthony Picciano</td>
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<td>FDA - Faculty Members</td>
<td>Valeda Dent</td>
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<td>Manfred Keuchler</td>
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<td>Annette Kym</td>
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<td>FP&amp;B - Chairs of Departments</td>
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<td>Graduate Students</td>
<td>Kelly Thomas</td>
<td><a href="mailto:ceeterry@hotmail.com">ceeterry@hotmail.com</a></td>
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<td>Claudia Terry</td>
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<td>Liza Blank</td>
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<td>Aliyah Khan</td>
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<td>College Laboratory Technicians</td>
<td>Jason Ares</td>
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<td>HEO Representative</td>
<td>Marilyn Daley-Weston</td>
<td><a href="mailto:marilyn.daley-weston@hunter.cuny.e">marilyn.daley-weston@hunter.cuny.e</a></td>
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President’s Advisory Committee Meeting on the Use of the Technology Fee

March 26, 2002
Start of Meeting: 4:40 p.m.


- The meeting started with an introduction by Vice President Len Zinnanti.
- President Jennifer Raab made an announcement stating her appreciation that the group was meeting on this important task and stating she appreciated that students, both undergraduates and graduates, attended the meeting. The President talked about the need to spend money on new computers and computer labs.
- Members of the committee introduced themselves.
- Len opened up the discussion of the technology fee and the ways the fund could be spent. He noted that the annual budget for Hunter College to spend on technology would be $2.3 million.
- The Executive Director of ICIT Anand Padmanabhan distributed hand-outs on Technology Fee Guiding Principles which is a list of suggestions on how the technology fee could be spent:
  - He discussed the importance of the fee and its impact on student access to technology.
  - He talked about the computer-student ratio throughout CUNY and noted that the ratio at Hunter College is 1 computer for every 41 students.
  - He stated the need to extend lab hours in order to increase access to computers for students. He noted that there are a total of 14 labs at Hunter, with hours of operation starting at 9:00 am or 9:30 am to 9:00 pm on week days (except for the labs at the library where the lab hours are 8:00 am to 11:00 pm), on Saturday and Sundays the ICS labs are only open for certain hours. There are not enough computers for students, and lines often form at the ICS labs during peak periods.
  - He mentioned that DASNY money was spent over the past two years on lab upgrade. Among other things, funds were used to upgrade existing systems in certain labs with newer machines. This had created a disparity where some machines are new while other machines are up to 4 years old, and with a different set of software. This leads to a need for consistency across the college, including operating systems.
  - He spoke of technology in classrooms: most of the larger classrooms are wired. A goal is to start decreasing the moving of VCRs and TVs from Audio Visual (AV) to the classrooms. Classrooms should at least have projectors so faculty does not have to go to AV and pick them up.
Louise Sherby talked about a proposal the library council has submitted to the University to spend 10% of the university-wide technology fee budget for Library Services. If accepted, it would benefit students all across CUNY. It would be used to increase the access to information material on-line: for instance, an on-line encyclopedia and the extension of various databases. Provost Ann Cohen added that it is essential to expand access to materials on-line and expand electronic resources. Devra Golbe mentioned that if these items were available electronically, it would help the reserve desk as well. Overall, there seemed to be a consensus for the need to increase library resources and databases for students, and make material available from home. Louise responded to Claudia Terry that the libraries are open to suggestions from students on selection of databases. Louise estimated that $1 million would be enough for the entire university to address these issues and she noted that this would be a CUNY-wide plan. Ann Cohen mentioned that the advantage is in numbers: the more colleges within CUNY that considers and agree on doing this, the better price we would get from the vendors.

A discussion about the smart classrooms was raised:

- The question was raised about whether the cost for wireless classrooms would be too expensive. Anand replied that it is cheaper now, and that the reason for not having done wireless yet is for security reasons. If funding is sufficient, we could plan to implement it.
- The plan is to have a projector with data jack in classrooms so there would be no need to move in equipment from AV – one can just plug in a Laptop. In some classrooms, there would be a computer in a cabinet. Provost Cohen agreed that it was necessary to make some changes so that delivery of material from AV to the classrooms could be avoided.

Provost Cohen noted that it is important to be aware of the constant change of instructional technology while planning. This was agreed on, and a request was made to anticipate five years ahead.

Anand mentioned a need for an annual contingency fund.

Manfred asked whether the Blackboard should remain at the current level. He noted that Hunter has the basic level of Blackboard. As the number of students and courses increase, the system will become slower. He would like us to plan for the next level of Blackboard.

Many in the group discussed the need for trained support staff. Manfred talked about the lack of computer training for faculty and students. His experience tells us that many students are computer illiterate. The issue is not whether the students have a computer at home, but if they have knowledge about computers. He is aware of the need to replace hardware at the college, but he stated that an emphasis on training is needed as well.

Claudia Terry mentioned the fact that many students do not have computers at home and they rely on the computer labs at Hunter. Therefore the lab hours should be extended. Manfred noted that the extension of lab hours could be done immediately; there is no need for years of planning on this. This opened up a discussion on the importance of having both short-term and long-term goals.
Eija suggested that the moving of carts between AV and classrooms, the increase of computers in new locations, and the hiring of trained students can be seen as short-term goals.

The general view of the committee was that both short-term and long-term goals are essential.

Manfred indicated that full time staff should be hired.

- Quick access to technology for checking of email was raised at the meeting: it was suggested that there should be computers at the entry lobby in the West building so that there would be no need to wait in the lab lines, or perhaps there could be a cyber café on the second floor in the West building.

- Len mentioned that faculty and students could suggest ideas for projects. They would then write a proposal to a Technology Steering committee and win funding through a competition.

- Provost Cohen raised the question of computer labs that are “departmental”: can they be more accessible to students when they are not used for class? The goal being the broadest possible access.

- The issue of printing was discussed: it was suggested that there should be a restriction of printing because the cost is high and there is a huge amount of waste if the students are not asked to pay (only the library has a printing fee). It was suggested that there could be printing cards. Another method would be, that the Technology fee could have a “carve-out” for short-term paper, toner and other printing costs.

- Provost Cohen said that it would be desirable if the committee could estimate expenses for all the suggestions mentioned during this meeting.

- Anand noted that the cost of a computer involves more than just the machine: the issue of space renovation, the cost of wiring, both electrical and data, and operating a computer, must be considered.

- The next meeting was scheduled for April 2, 2002, at 4:30 pm.

The meeting adjourned at 6:15 p.m.
President’s Advisory Committee Meeting on the Use of the Technology Fee

April 2, 2002
Start of Meeting: 4:40 p.m.


- Members of the committee introduced themselves.
- Vice President Len Zinnanti asked the committee if they have any comments regarding last week’s minutes.
  - Louise Sherby noted that the labs at the library are open from 8:30 am to 11:00 pm on weekdays and on Saturdays and Sundays from 12:00 pm to 8:00 pm.
  - Louise commented on the paragraph in the minutes stating that “$1 million would be enough for the entire university” to spend university-wide on technology fee for Library Services. She meant that this amount of the university-wide technology fee budget would only allow the library to move to the next level of providing service.

- Len asked if other CUNY colleges have responded to the proposals of Library Services discussed during last week’s meeting.
  - Louise responded that Staten Island City College and the Graduate Center support the proposal; Queens Borough Community College has not given any feed back yet; Borough of Manhattan Community College was less clear with their response. The New York City Tech Community College responded that their campus is lacking funds and there is a need to use any funding for other than library support purposes. None of the other campuses had reached a final decision.

- Len distributed handouts on cost estimates that the Executive Director of ICIT Anand Padmanabhan and he had formulated based on the items discussed at the last meeting. He pointed out that the figures in the handout are just proposals. He asked the committee to review it and comment on it.
  - Marilyn Daley-Weston stated that there is a need from the Registrar’s area to have open access for students to register, rather than have them go to computer labs. Kiosks throughout the campus would enable students to get quick access to email, etc.
  - Jason Ares indicated that funding for items such as supplies in the labs are needed.
- Provost Cohen asked if we would continue to receive DASNY money. She recounted that we received $450,000 last year specifically to spend on technology at the campuses. Len will look into this.
- Anthony Picciano noted that full-time staff is not proposed in the handout. He said full-timers are needed to support the other items proposed in the handout. He indicated the need for faculty development: past experience has indicated that when there is new equipment, the faculty does not know how to use it. He also suggested that there should be a model of the maintenance ratio on all hardware and software purchased. Manfred Kuechler agreed with him.

- Anand went through the list, item by item. The purpose was to get feedback and discuss the proposals. He emphasized that the handout is just a draft and that no items discussed at the previous meeting were dismissed. Both short-term and long-term projects are included in the 5-year-plan

1. Anand began with item 1: Proposed Open Computer Labs. The proposal is to decrease the computer-student ratio from 1:41 to 1:20 at Hunter. The estimated total cost of setting up a new computer was calculated to be $5,000 per computer. The proposal is to have 150 new computers the first year. He noted that DASNY money from the last two years did not upgrade all machines: 100 machines need upgrade college-wide. The goal for the second and third year is to increase the number of new computers. This cost estimation does not consider any new labs but all existing open labs are included.

- Anthony Picciano mentioned that he heard anecdotally that 85% of the students have computers at home. Rather than creating any new labs, we should get them to use their computers at home. He wanted to see more data collected on this issue.
- Claudia Terry added that even if students have computers at home, they do not have money to upgrade them.
- Jason Ares noted that some students share computers with their classmates to work on projects, and some students need computer help at the labs where they can work with other students.
- Justin Gogel pointed out that the labs are crowded and there are lines. Even if students have computers at home, the college labs have more services and faster Internet speed.
- Anthony Pappas noted that if a student pays a $75 technology fee, there should be more computers at the college. We need access for as many students as possible. Even if this cannot be guaranteed, it should be a goal.
- Manfred agreed that for a $75 technology fee students want to see technology-related services. He said that we have to be realistic: with the current budget we are not able to replace the old machines. He added that quick access kiosks could be done with older machines. He thought that we have to look more at statistics and follow a strategic plan. Provost...
Cohen replied that the strategic plan was from 1999 and since then technology at Hunter has changed.

- Anand noted that some of the machines at the campus are up to 4 years old so we have to replace them with new machines.
- Provost Cohen added that the labs do not have enough seating, therefore we need to plan for changes in the lab.
- Eija Ayravainen noted that increased support services would be needed for the new machines in the labs.
- Dean Bogart Leashore asked if technology for students with disabilities were included in the plan. Manfred replied that there is an office for students with disabilities and that the office has software for these students.
- Anthony Picciano commented that we have to look at each campus individually since the needs are different for each campus.
- Justin asked whether there would be Internet hook-ups put in the dorms on Brookdale campus. He noted that there would be 500 new students living there in Fall 2002, with most of them dependent on the computer labs.

2. Anand moved on to **item 2: Proposed Software License**. We need an Enterprise License that enables us to have the same standard of software in all computer labs college-wide. Currently software is locally purchased and comes from the OTPS budget. There is no consistency in software across the campus.

- Dean Leashore agreed that we need to be consistent college-wide.
- Anand added that we should upgrade Blackboard to the next level. This would include an oracle license.

3. Anand then focused on **item 3: Proposed Smart Classrooms**. He went through the 3 types of smart classrooms planned to be installed and noted that security is included in the cost estimates.

- Len said the proposal was to have 25 classrooms at the end of the 5-year-period.
- Anand stated that we need 25 smart classrooms because an increasing number of faculty use new technology. Currently teachers have to move equipment such as TVs and VCRs from AV to classrooms; a cabinet with computers in the classrooms would get us closer to the goal of decreasing the daily movement of such equipment.
- Anthony Picciano added that we have to consider the facility (room enhancements etc.) piece for this. Anand noted that this was considered in the cost.
- The proposal is to enhance technology in classrooms. We should at least get network connection into all classrooms, including Brookdale and the School of Social Work.
4. Anand moved on to **item 4: Proposed enhancements of Lecture Halls.**

5. Anand discussed **item 5: Proposed Support.**
   He noted that the proposal was to provide help desk assistance to the students and extend the lab hours college-wide. The installation of smart classrooms would need more support staff who have technical skills. He suggested that we could use graduate assistants that are well trained to support the faculty who require advanced support.
   - Claudia Terry asked if tutorials/training are available for non-computer savvy students. Anand replied that this could be added.
   - Anthony Picciano noted the need to have full-time staff to support faculty and students in technology, for instance more staff working at the help desk and with computer training. Manfred agreed and added that college assistants are good, but they do not have the same level of knowledge as full-time staff do. Claudia Terry agreed on this.
   - Provost Cohen noted that the cost to employ a full-timer is $90,000/year including fringe benefits. There is a need to increase full-time staff, but it is a budget concern, she added.
   - Michael Escott asked if there was sufficient space for new computers and he stated that students want to see something concrete in the Fall 2002.
   - Anand replied that we do not have a space plans yet. We can begin to replace older machines throughout the college with newer machines.

6. **Item six: Proposed Contingency.** Anand noted that an annual contingency fund could be used for any unplanned events. Len added that, if unspent, this could be considered as a “rainy day” fund.

7. **Item 7: Proposed Library.** (see discussion from March 26 meeting)

8. **Item 8: Proposed Renewal and Replacement cost (other than computers).**
   Anand indicated that R & R is necessary for any replacement servers or workstations.

9. **Item 9: Proposed Funding for proposals.** Anand commented that these are estimates; there are no definitive projects that we know about. Bill Sweeney thought that $50,000 is not enough for this project. He stated that there are many good ideas that need funding.

10. **Item 10: Proposed Printing Cost.** The estimated cost of $100,000 will enable students to print for free in all open labs.
    - Provost Cohen noted that we need other alternative to “free” versus “not free”. The reason for students to pay is to limit wasting paper.
Claudia Terry suggested that students pay a part of the printing cost, while the college pays for the rest. She added that a free allowance card is a choice.

Anthony Pappas added that a student who pays $75 in technology fee should not have to deal with the printing cost.

Louise Sherby noted that currently students have to pay for the cost of the card themselves. She suggested that each student could get a printing card and when it is used up, they should pay for the printing themselves.

11. Item 11: Proposed Student email upgrade. Anand indicated that the current student email system is very bad and there is a need to upgrade it. This can be the reason for fewer students using hunter email.

It was noted that few students use their college email. Manfred suggested that we create an address system with the email account that students really use. Anthony Picciano agreed with this and added that his students do not use the Hunter email.

It was also pointed out that the web space available for student clubs is restricted. Manfred agreed that student web space is important.

12. Anand moved on to item 12: Proposed “cyber islands”. Internet kiosks would enable students to access the Internet immediately, register and pay bills on-line, check email, etc. This proposal includes Brookdale and the School of Social Work.

Anthony Pappas asked how many stations are planned. Anand answered that the plan is have 15 stations.

Anthony suggested that the empty space at the cafeteria be used for a sit down cyber café.

- The next meeting was scheduled for April 9, 2002, at 4:30 pm.

The meeting adjourned at 6:40 p.m.
President’s Advisory Committee Meeting on the Use of the Technology Fee

April 9, 2002
Start of Meeting: 4:40 p.m.


- Vice President Len Zinnanti asked the committee if they had any comments regarding last week’s minutes. There were no questions raised.
- Len noted that the committee should accomplish the following:
  o Discuss questions raised by various committee members,
  o Go through the conducted survey of the committee member’s answers,
  o Distribute the revised, proposed budget plan. Len added that he had spoken to CUNY Central regarding the DASNY money for Education Technology and was told that Hunter College would possibly find out the status of these funds for this year, by Friday, April 12, 2002.
- Handouts on previously requested items by different committee members were distributed. Executive Director of ICIT, Anand Padmanabhan pointed out that the handout is to serve as an information sheet.
- The first topic in the hand-out was **Printing Cost Analysis:**
  o Anand - Spoke to Executive Director of Finance, Bill Fox about the printing contract. The cost incurred by the College by the printing contract includes a “click” charge per printed page and a monthly rental charge for each printer. By charging students 15 cents a page, the college will break-even with the contract cost.
  o Second option is to give each student a $5 printing card. Anand noted that administering this service would be a problem. The cost to the Technology fee for this will include the printing card and an additional staff person to administer this program.
  o Anand moved on to the matter of cost sharing and noted that the cost would be $75,000 if the student pays 5 cents and the College pays 10 cents, or $52,500 if the student is responsible for 7 cents and the College for 8 cents.
- Anand went on to the next item in the hand-out: **Computer to Student Ratio over 5 years:**
  o The proposed goal is to replace the old machines and decrease the computers to student ratio. Anand went over the proposed number of computers to be replaced at the 68th street campus, Brookdale, School of Social Work, and MFA.
o Provost Ann Cohen asked about the computers that are not accounted for in the handout, for instance the Reading & Writing Center labs. She asked whether the DASNY money would fund these labs.

o Provost Cohen suggested that a set of decision rules to fund lab upgrades be identified.

o Bill Sweeney said that the Physics Department has a computer lab in the basement and the Chemistry Department has one in the teaching auditorium.

o Provost Cohen asked about the needs of “closed” labs.

o Anthony Picciano noted that many labs are not open to students. He said that the School of Education has a “closed” lab but there is no one to staff it. He added that these labs are more important than the open labs because they are linked to teaching and learning. Provost Cohen said that if the labs that are closed can be open, then that could become the basis for allocating funds.

o Dean Laurie Sherwen said that since the Physical Science Department has “private” computers, the Nursing Department needs such types of computers too.

o Annette Kym noted that language students use the Chanin lab in the West building. Thus, this lab is important to consider in the plan.

o Manfred Kuechler commented that the number of computers at Hunter listed in the hand-out is an artificial figure. He estimates that there are more computers and we need a more comprehensive plan. Provost Cohen recounted that when DASNY money was received, a census was taken of all the computers because of the Y2K problem. Anand mentioned that the list of labs in the handout was only “known” open labs.

o Anand pointed out that the document “Computer to Student Ratio over 5 Years” is only a plan.

• Anand went on to the next item in the hand-out: Identification of each Proposal to the Recommendation in the Task Force on Educational Technologies (TFET) Report:

  o The committee’s different proposals were identified against the recommendations set by the TFET.

• The next topic was ICIT Resources:

  o The number of work orders the Help Desk received (as of beginning of semester 8/28/01) was 2,359.

  o Dean Bogart Leashore asked if the Help Desk accepts work orders from the School of Social Work as well. Anand responded that some work orders are from School of Social Work: for networking and telecommunication support.

  o Anand discussed the number of staff supporting servers.
Anand pointed out that ICIT lacks support staff. The handout clearly shows the amount of services performed by ICIT. It also shows the number of staff in each area of ICIT handling these services.

- The last item was **ICIT Budget**:
  - Estimated costs for Software License $130,882; Maintenance $230,500; Renewal & Replacement $85,000. Anand mentioned that his OTPS budget just covers these expenses.

- Anand distributed the survey based on proposals discussed at the two previous meetings. The purpose of the survey is to get the committee’s answers. A revised handout of proposed cost estimates was distributed.
  - 15 members answered the survey.
  - Len noted the budget plan is marginally changed. In **item 1**, roll out of new computers was modified from 500 computers over 3 years to 5 years.
  - Anand discussed **item 13: Proposed Full Time Lines**. The goal is to hire 6 full-time technical staff over a 5-year period. Priorities will be to hire an Instructional Technology Specialist as recommended by the Task Force on Educational Technologies.

- Anthony Picciano – Should Continuing Education Students pay the technology fee since they use the college facilities? Provost Cohen noted that these students are charged when they use the facilities on campus.
- Manfred - wanted to know what issues the committee agrees on.
- Bogart suggested prioritizing the proposals.
- Len asked the committee on their thoughts on how to prioritize.
- Manfred suggested that there was a consensus on the funding for the library. He also noted an agreement to have more computers at colleges and suggested we do not buy all new computers at the same time but get them as space is allocated.
- Anthony Pappas said that the point is to have access to computers for both academic reasons and other functions like quick access to email. He suggested the committee purchase more than 100 new computers the first year so that students see something concrete with the technology fee they pay. He also suggested a cyber café.
- Bill Sweeney - Placing new computers above the Art Gallery in the West building, since there is no space in the 10th floor labs, North building.
- Dean Leashore - Can the content of the computers at these proposed sites be monitored?
- Manfred - Quick access kiosks can be setup with older machines, and we should not be concerned if the students are surfing on the web – this is part of the learning process.
• Marilyn Daley-Weston - Surveys showed students felt there were not many activities at the College. Kiosks with access to Internet, would encourage students to be at campus, have a place to mingle with their peers and be a part of Hunter.
• Dean Leashore - First priority should be Instructional.
• Jason Ares - A need for quick access to computers throughout the college. So that there will not be any waiting in lines.
• Anthony Picciano supported the idea of quick access but noted a need for instruction too: many students and faculty do not know how to use new technology. He suggested that each member of the committee submit written recommendations. Len thought this was a great idea: He will send this meeting’s minutes to all members. The minutes will be sent out by Thursday April 11. The members are expected to submit their statements one week later.
• Dean Sherwen - Concerned about how the proposals of the committee will be implemented. Len suggested they look to create a standing committee. Anthony Picciano added that he would like this conclusive plan to go forward.
• Michael Escott - Each member put suggested costs with their recommendations. Len - Members should focus on the entire plan and provide a written document by April 18, 2002. Dean Cohen - The requirement in the final technology fee plan would drive the identification of space for setting up open labs. Manfred – Agreed on Provost Cohen’s observation.
• Louise Sherby - Said the senior colleges and Graduate Center were supportive of the proposal. New York City Tech Community College said they have other technology needs at this time rather than library support.
• Len - Once he receives the responses from all committee members, he will meet with the President to review. He will plan a meeting with the committee to review the final plan before submission, to CUNY on April 30, 2002.

The meeting adjourned at 6:05 p.m.
Identification of each proposal to the recommendation in the Task Force on Educational Technologies Report

**Note:** ONLY recommendation applying to Student Access is identified here. This committee does NOT address items like Intellectual Property or Faculty Workload or recommendation of this kind.

1. TFET – Faculty and Curriculum Development
   a. Setting and Achieving Goals
   b. Community Building
   c. Sustainability
2. TFET – Policy
   a. Faculty Workload and Support
   b. Access
   c. Intellectual Property
3. TFET – Resource Management
   a. Budget
   b. Personnel
   c. Infrastructure

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| 2 Proposed Software Licensing | • 3.a. Recommendation 3  
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Computers accessible by students – open labs

Brookdale

Library 30
Health Profession Lab 15

Social Work

2 Labs 45

68th Street

ICS 179
Library 144
Biology 30
Film & Media 26 (not open for all students)
Geography/Geology 26
Math 35 (+26 in a class)
Physics 15
Social Sciences 23
Urban/Ethnic Studies 9
DISABLED STUDENT PGMS 4
Seek 23 (only for SEEK students)
ICIT Resources

Instructional Services

ICS Labs:

Full Time Staff: 2

Handles all server, computers and software issues for all the ICS labs. Provides tech support to other departmental labs.

AV:

Full time staff: 5 (includes 1 Director)

No. of computer carts: 8
No. of TV/VCR carts: 23

Per semester Computer cart request: 786
Per semester TV/VCR request: 1,647
Per semester overhead request: 756
Per semester data and video projector request: 793

Per semester other requests (laptop, Lcd panel, PA system, audio, etc): 1117

User Services:

Helpdesk:

Full Time:
Technicians: 3
College Assistant Techs: 3

Total work orders received as of beginning of semester (8/28/01): 2359

Servers/Sys Admin:

Full Time: 3
College Asst: 4
Distance Learning

Full time: 2 (1 Director and 1 Tech)

One month stats: 
- Academic usage: 65 hrs
- Special Events: 17 hrs
- Rental: 28 hrs

Training Center

Full Time: 1

Budget

The following does not include Telecom, Information Systems, and Computer Operations
Software License: $ 130,882
Maintenance: $ 230,500
R& R $ 85,000

Total $ 446,382
Results of Survey

Total number of respondents: 15

Purchasing computers and renewal and replacement

Enterprise wide software licensing

Smartclassroom

Enhancement to large classroom

Student Technology Fee Plan
Student Support

Library purchase

Renewal & Replacement

Funding for tech steering committee

Student Technology Fee Plan
Printing cost – completely subsidized

Printing cost – partially subsidized

Printing cost – completely paid by students

Student Email system
Cyber Island

Full time support line

Cyber Cafe

Assistive Technology

Student Technology Fee Plan
Student Web Server

Faculty Development

Student Technology Fee Plan