

Technology Committee

Minutes from the Nov 6, 2013 meeting

Present: Prof Yakov Genis, Dean Sunil Gupta, Prof Alyse Hachey, Prof Donald Jenner, Thomas Lew

Absent: Rajib Miah

The meeting was called to order at 2:30pm in S724

1. Reviewed and approved 10/2/13 minutes.
2. Discussion with Evelyn Humphreys regarding room allocation process.
3. Availability of electronic scheduling of classes was discussed.
4. Prof Jenner will draft the proposal for the Registrar's office indicating that room scheduling via electronic means should be considered as the college offers over 3300 courses per semester. Due to room constraints department may need to consider adjusting schedules to coincide with room availability to insure that desired rooms are available.
5. Pull cords on projection screens need to be standardized and maintained.

Joint meeting with Campus Life and Student Issues:

6. Distribution of information regarding computer lab locations, hours of operation and rules for usage.
7. WiFi coverage in the college overall is very good. Students prefer to complete assignments on workstations instead of using tablets and mobile devices.
8. Computers in the lounge areas at Fiterman Hall need to be better maintained.
9. Explore "print only" pilot to alleviate backlog of students waiting in line at a lab to use a printer. Will request a report from the LRC on their "print only" pilot project.
10. Use of paperless assignments was discussed with faculty.
11. Update end of semester lab survey to include question(s) about printing.
12. Mobile devices are rarely used during class.
13. Journalism classes use printouts.
14. In order to determine the correct number of computer labs needed for a semester the departments need to include/update lab requests in proposed department schedules. Submission deadlines must be met. Faculty have indicated that there is a shortage of instructional computer labs.

The next meeting of the committee is scheduled for December 4, 2013.

Respectfully submitted,

Thomas Lew