SUNY Broome Community College
Technology Committee
Meeting Minutes

Technology Committee Meeting Minutes November 9, 2016 1:30 pm - 3:00 pm

Present: Robin Petrus, Mark Ryan, David Isabella, Gary Kohut, Ciara Cable, Jennifer Musa, John Petkash, Fermin Romero, Carine Surdey, Denisa Talovic, Nathan Walz, Kristen Yetter

Not Present: Jason Detrani, Martin Guzzi

UPDATES:	
1. **Review of 10/19/16 minutes**	No changes requested. Minutes approved.
2. **Multi-Media Subcommittee formation and role - (Fermin)**	Fermin - waiting till Student Tech Survey is finished being reviewed.
3. **Distance Learning Committee, other Committee updates (Carine)**	Tabled
4. **Student Technology Survey (finish recommendations)**	John - did quick review of questions that were covered last week, Q1 - Q23. ● Marty was able to find the Contact Update Information sheet. Committee recommends to move forward, put additional information on sheet and then generate. Reasoning: Student contact information is originally given at the beginning of the student's freshmen year, and most likely, that information could change a few times throughout the student's attendance. Ciara says Jesse W. is on board. She'll send the digital to Heather to distribute to committee to review and comment. ● WiFi issue - continue to press for Budget. ● Computer lab awareness - Mark suggests making sure there is a posting of all computer labs with hours put up in all computer labs. Fermin says that there is such a post in the library, but it is still not effective. He still thinks the best way to get the information across is to have faculty, Chairs and Deans announce information in

	class. Carie says she can encourage faculty to send information through Blackboard. Suggestion was made to broadcast information on Digital Sign Boards. Ciara see that happen once she has all the information. Question was asked if there is significant days and times for open labs. Answer: AT lab is Monday - Friday, 8:30 am to 5 pm. In years past, more days and hours were available, but due to budget cuts, and that more and more students have access to computers and internet at home, the lab availability has been adjusted over time to still accommodate requirements.
	- All agreed that university is continuing to address getting information out to students by many different means: flyers, email, Campus website, word of mouth by staff and faculty and so forth. Additional suggestions: text messages: Students have requested that they receive text messages. This has already been brought to COI attention. Result: decision left up to the instructor's preference.
	Q24 - Are there sufficient numbers of lab computers available when you need them? - 11.76% Unsatisfied and 18.43% Do not use
	Issue is getting the word out to all. Reach out to Sue George if need be.
	Q25 - Are the labs open for a sufficient number of hours? We don't know if this is curriculum specific: Business, Health Sciences.
	Q26 - Are the labs hours convenient? - Get the word out.
	Q27 - Are you able to print quickly and efficiently? - 11.37% Unsatisfied - - David: Quotas for print - Not an issue currently. Robin hasn't heard complaints.
	Q28 - How satisfied are you with the amount of time it takes to log on to the computers in the labs? Fermin: we are addressing by ordering new computer hard drives. Plan is in replace these hard drives. TECH committee members can ask in member's individual areas which computers are slow and report.
	Suggestion: Annual technology lab replacement - add more money to this amount using this survey to show proof of need.

Q29 - How satisfied are you with the internet speed of the lab computers once you are logged in? 16.14% Unsatisfied and 8.66% Very Unsatisfied.

Gary - Found lack of RAM to be most issues.
David - We have most of this take care of by upgrading computer hardware.

Q30 - Comments about and of "Computer Lab" section of survey

VARIOUS COMMENTS:
● Regarding people not actually doing school work
Discussion: Nate: What is policy? Can student proctors put a stop to this by asking them to leave or reminding them of use of computer lab?
● Need of computers in B211
Discussion: This room cannot be turned into a lab. Talk to Beth Mullen. There is talk about moving into a larger room.
● Printers out of paper/toner
Discussion: Proctor training issue
● Computers need to be refreshed and get rid of *OneNote.
Discussion: Nate - Can we force a reboot? Dave - Can we have proctor's reboot at end of day? After discussion among members, the decision was that this would be too time consuming to have proctors do

Q31 - Are classrooms sufficiently equipped with technology? Committee is not sure that the students understood the question being asked. Students may not be aware of technology equipment because instructor doesn't use.

Q32 - Has classroom technology enhanced your learning experience?

Q33 - Comments about "Classroom Technology" section of survey

Discussion: What stuck out the most to John was that we received answers not really about the technology.

Q34 - I am a (our purpose was to see how many 1st and/or 2nd year students responded.

1st year = 42.92%
2nd year = 57.08%

	Q35 - Do you live in the Student Village? 5.28% responded yes and 94.77 responded no. Q36 - Do you have a computer at home? 96.99% responded yes. Discussion: Fermin reminded everyone that college does have a laptop check-out program. Possibly buying more. Q37 - Do you have internet access at home? 98.11% responded yes. Discussion: This has increased tremendously throughout the years. Q38 - What type of devices do you, as a student, use? Discussion: The purpose of this question was to find out if we need to add more computer labs. Because students have more access to laptops, PC's Tablets is the reason that lab hours have been cut more and more throughout the years. Q39 - Which method would you most prefer to receive communication from the college? Discussion: Forward results to Marcom?
5. Review Tech Fee requests and complete recommendations	John suggested writing a Technology Committee comment report to address concerns/suggestions with the Technology fee. ● Increase computer lab replacement allocation ● Use of purchasing furniture for departments with Tech fee ● Maintenance and support fee's for new equipment and software ● Reference specific line numbers within the tech fee spreadsheet that committee feels needs addressing. John will put a notice together and distribute among technology committee members for further comments/suggestions. Then he can give to Executive Council.
6. Other	
New Items:	
1.	
2.	

3.	
Open Discussion:	