

**SUNY Broome Community College
Technology Committee
Meeting Minutes**

Technology Committee Meeting Minutes September 28, 2016 1:30 pm - 3:00 pm	
<p>Present: Jason Detrani, Colleen Donahue, Martin Guzzi, David Isabella, Gary Kohut, Ciara Cable, Jennifer Musa, John Petkash, Fermin Romero, Carine Surdey, Denisa Talovic, Nathan Walz, Mark Ryan.</p> <p>Not Present: Robin Petrus</p>	
<u>UPDATES:</u>	
1. Welcome - meeting dates	John welcomed Committee back. Introduced new member - Ciara Cable, represents Marcom, replacing Loren Leonard.
2. Review of 5/11/16 minutes	Minutes approved
3. Multi-Media Subcommittee formation and role - (Fermin)	<p>Subcommittee members: Marty G., Jen M. Colleen D., Fermin R., Denisa T., and Jason D. (Fermin to send Heather list of members)</p> <p>Fermin - Everyone liked the forming of the last survey sent out. People are confused between the Multimedia and Tech Fee surveys/requests.</p> <ul style="list-style-type: none"> A. Multimedia - requests for classroom media upgrades. Budget is a fixed amount taken from Tech Fee. Fermin sends out request survey beginning of December. It is sent at this time so that the requests are manageable. B. Tech Fee - Student technology fee is to provide targeted funding for campus technology related to students and in accordance with SUNY regulations. John went over the 2016-2017 timeline: Proposals are due to Tech Committee by Oct 31, and committee has until Nov 16th to review/prioritize/address comments/concerns.

	<p>This year, subcommittee is looking to upgrade rest of analog systems on campus. Fermin suggests that Tech. Committee member updates their department/division that if they get behind on the Tech Fee survey, they might not be able to get it through the Multi-Media subcommittee.</p>
<p>4. Distance Learning Committee, other Committee updates (Carine)</p>	<p>DLSC met last week. Two subcommittees were formed:</p> <ol style="list-style-type: none"> 1. Course Quality Work Group-- This group will look into putting into place a process for faculty to have their courses reviewed and refreshed. Similar to the process that is currently in place for online courses within our Open SUNY Power Plus programs. Process will be voluntary for faculty. 2. Remote Proctoring and Identity Verification -- This group will review each of the products for which SUNY has a current agreement. The products are Examity, Remote Proctor Now, Proctor U, and Proctortrak. The group will also Group will identify faculty to test the product in their courses. <p>MiddleStates, Open SUNY, and SARA (State Authorization Reciprocity Agreement) will be requiring campuses to have processes in place that ensure course quality and verify the identity of students taking online courses.</p>
<p>5. Campus Security Awareness training discussion</p>	<p>John - this a mandate from SUNY. SUNY extended deadline. Have updated questions. Taking it to Sullivan and Battisti. Question rises, who should send out to employee's? HR?</p> <p>John will send security questions to Tech. Committee members.</p>
<p>6. Student Technology Survey</p>	<p>Fermin - Was glad that Tech. Com. structured the questions as the committee did. Carine showed Committee how to maneuver the SurveyMonkey survey results.</p> <p>Please review the Student Technology Survey results before next Tech. Com. meeting on Oct 19, 2016 and be ready to discuss. https://www.surveymonkey.com/results/SM-JFHZCRCS/</p>
<p>7. Password/Computer access protection</p>	<p>David - This is done through Network Policy. Discussion/concern about duration before computer locks out. Suggested that Tech. Committee recommend that employee's duration be 30 minutes before screensaver activates. All members approved. There are questions/concerns regarding students lab versus non-lab. What happens if a student doesn't logout and then computer locks out.</p>

	John will run by Executive team.
8. Other	<p>Fermin - reminded everyone that SUNY Broome now has Office 2016 as it's standard. he says we are 2 semesters out for Window's 10. There are some on Network. David says there are some privacy issues. Office 2016 is not in TRC lab yet. If an area needs the upgrades, put a CSR in. MAC is still 2011.</p> <p>Gary asked if anyone was thinking about updating Hardware Standard? Fermin says they are working on that currently. Doing a quiet rollout. a few computers in D224 and 225 have been upgraded. Students are notice a difference and are very pleased.</p> <p>John has asked for another \$30,000 for Tech fee, making total asked for \$150,000.</p> <p>Fermin says campus is staying with Seneca for computers, but has been talking with HP.</p> <p>Mark - faculty in his area are asking if there are different solutions for management software for calendar's. Ciara suggested Doodle Polls.</p>
<u>New Items:</u>	
1.	
2.	
3.	

Open Discussion:

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