

STATE UNIVERSITY OF NEW YORK, COLLEGE AT OLD WESTBURY

MEMORANDUM

To: Old Westbury Campus Community  
From: Technology Steering Committee  
Date: September 26, 2002  
Subject: Fall Technology Update

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| • LIBRARY                       | • STUDENT LABS        |
| • VIDEOCONFERENCE ROOMS         | • POLICIES/PROCEDURES |
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It is the hope of the people who work in the technology area of the College that this 2002-2003 year will be one of building on the progress made last year. We hope you will find the resources made available, assist you in your job. We encourage you to begin climbing your own learning curve with regards to using the campus technology tools.

**PRESENTATION CLASSROOMS:** The College now has 20 classrooms outfitted with multimedia presentation devices. Each room is equipped with LCD projectors that can be plugged into a laptop, VCR, or DVD player as well as access to the Campus Network and the Internet. There is a holdup on new computer speakers but they should be installed by mid October. The LCD projectors have speakers that will work with the VCR and DVD players.

Each room is equipped with security locks that automatically lock when the door closes. Faculty will need to obtain their swipe cards and PIN numbers from Public Safety and are requested to keep the doors closed when not in use.

Faculty who teach a media intensive class and who would like to make use of a presentation room throughout the semester, should submit this written request to the Chair of your department who will include it when s/he submits the Spring semester schedule at the beginning of the Fall semester. Requests for presentation rooms are not carried over from semester to semester.

When requesting a room for the entire semester be aware that

- there are not enough presentation rooms in Academic Village to accommodate all requests in the Village, hence your class maybe scheduled in the campus center or science building;

- because of the large number of sections offered during the times of 10:50, 12:40, 2:30 the allocation is made on a first come first serve basis;
- you will have a greater opportunity of being accommodated if semester requests are for different times.

Faculty who would like to make use of a presentation room on an occasional basis can reserve a room at the beginning or during the semester. As with any resource they are allocated on a first come, first serve basis, so the sooner you can make your reservations the better.

The contact person for scheduling a presentation room after the semester begins is Monica Slater, [slaterm@oldwestbury.edu](mailto:slaterm@oldwestbury.edu).

## ON THE UTILIZING THE ROOMS

- We have already experienced thefts in several rooms and once again we are imploring you to keep the rooms locked when not in use.
- Remotes have been issues to each department. Users of the remotes may receive training from Charles Keyes.
- Report any problems with the LCD or equipment to Media Services. Problems with the data connections, Internet, report to Computer Services.
- Departments with a large number of adjuncts or part time instructors who may want to use the presentation rooms may need to order laptops out of AER funds to be lent out for use in the rooms. Departments are responsible for these laptops. Departments should consult with Computer Services to make sure laptops are compatible.

**BLACKBOARD/WEB COURSE MANAGEMENT:** We continue to make Blackboard Course Management Software available to faculty and students. Blackboard provides faculty a user friendly way of bringing various aspects of your course to the web. Its capabilities include a user friendly way to post class notes, assignments, quizzes and tests on the web. You can also create discussion lists and chat rooms as well as manage grades for your classes.

The TLC and Charles Keyes has been and will continue to provide workshops and assistance in using the Blackboard system. To obtain an account please contact Charles Keyes, [keyesc@oldwestbury.edu](mailto:keyesc@oldwestbury.edu) or Thomas DelGiudice, [delgiudicet@oldwestbury.edu](mailto:delgiudicet@oldwestbury.edu).

**LIBRARY:** A number of technology initiatives are ongoing in the library. The library has received a significant number of new computers equipped with flat panel displays, Microsoft Office and color printers.

A videoconference room has been setup in the library in L107.

The library's databases are now accessible via the Web.

**VIDEOCONFERENCE ROOMS:** Two video conference classrooms have been installed on the campus. They are located in the Student Computing Center and in the Library. These are rooms that allow for synchronous learning for our faculty and students. We can use them to interview candidates for positions at the College, working with school districts or attending conferences with similar capabilities. We are looking for ways to utilize them so contact Thomas DelGiudice if you have suggestions.



### TEACHING FOR LEARNING CENTER:

- The TLC located at A110 in the Academic Village is fully equipped with 11 workstations each with Microsoft Office and 4 workstations equipped with a full complement of graphic, video and web-authoring software. We have also purchased a number of peripheral devices including cameras, zip drives and CD recorders for use by the faculty.
- Our instructional technologist Charles Keyes is available to assist faculty in utilizing and learning educational technology. His email is [keyesc@oldwestbury.edu](mailto:keyesc@oldwestbury.edu). To contact Charles by phone, call 876-2896.
- The TLC now has a website providing a list of the IT person's hours, resources and a calendar of events and workshops. <http://triton.oldwestbury.edu/~tlc>
- The TLC website also includes a link to a Web Learning Center that provides resources specific to obtaining skills in integrating the web into your courses.

**WIRELESS NETWORK:** Wireless cells have been deployed in the Library, the Campus Center Atrium, the Academic Village's Commuter Lounge and the TLC. Wireless network PCMCIA cards will be available in the library for students and faculty to checkout. Students and faculty who wish to use the wireless networks will need to bring their laptops to Computer Services to obtain the required software drivers.

**SOFTWARE:** The College has purchased software licenses from Microsoft and Lotus Notes. The licenses include all Microsoft's and Lotus Notes products. Faculty have access to both while students get full access to the Lotus Notes products including Smart Suite.

The discs are available for check out in the Library.

**WEBDAV SERVICES:** The College has made available network storage services to faculty and staff who want to create their own web sites or merely have storage space on the College's network. The service works seamlessly with the Windows 2000 and XP installed on desktops and faculty laptops. Other operating systems such as Windows ME and Windows 98 can also be configured to use the service. When installed the user sees their website as another drive icon in their My Computer folder or as a folder in the Network Neighborhood folder. By clicking on the icon the website opens as if it is part of Windows Explorer where one can use drag and drop capabilities.

**EMAIL SERVICES:** The campus has moved to a new Lotus Notes email service this semester. Notes email functionality is fairly straightforward. The email service is exclusively web based. In other words you can access your mail through a website via your browser. Email will be accessible from any computer with Internet capabilities. All students and College employees have access to the email services.

As some might know Lotus Notes offers a host of other services including sharing documents and calendars. As we become more familiar with these features we will offer workshops and seek to integrate them into campus life.

If you have not logged on to the email service yet you can do so using any computer with Internet Explorer. Go to <http://www.oldwestbury.edu/email> and follow the instructions.

The college website for staff and faculty is at <http://vega.oldwestbury.edu>

To Login:

1. Username    your first and last names with a space (you do not have to use capitals)
2. Password    abcd####

#### last four digits of SS number.

Students also have Old Westbury email accounts. They can access their email at <http://wintermute.oldwestbury.edu>. The User name and password are the same as their campus accounts. To obtain assistance with the email service you can contact Laura Freeze.

**STUDENT LABS:** Student labs are equipped with black and white as well as color printers. Lab computers also have Deep Freeze security software installed. Deep Freeze will allow the computer users to make some software changes or play CD Roms even if they need access to the computer's hard drive. However when the computer is shutdown, it returns to its original configuration.

Similarly configured computers have been installed in the library for student use. Students can utilize PCs to access Library services, Microsoft Office, the Internet as well as utilize their print privileges.

By the spring we will be scheduling labs over the web using Lotus Notes software. Further announcements will be forthcoming.

**POLICIES/PROCEDURES:** Needless to say, with so many new initiatives being undertaken, much work needs to be done on a set of technology policies and procedures. The Technology Steering Committee will be working almost exclusively on procedures that facilitate the smooth functioning of the College's technology components.

Among the policy/procedures already developed are the following:

- Software and hardware acquisition
- Scheduling of Presentation Rooms and Student Labs
- The use of peripheral devices and software from the Resource Library

**LOCKS/SWIPE CARDS:** Each faculty member has been allocated a swipe card that will unlock presentation rooms, the TLC and videoconference rooms. Faculty members can obtain cards PIN number from Public Safety. Department chairs need to send to Public Safety a list of names of any visiting faculty who also need to obtain swipe cards.

**TECHNICAL SUPPORT:** Computer Services is requesting that all support issues be phoned in to 876 3098. Preferably we would like the department secretary to phone in technical problems and request a ticket number. The number gives the end user the ability to track the support request.

**PERSONNEL:** As mentioned above we now have an instructional support person on board to serve the faculty. Due to budget circumstances facing the campus Computer Services technical support personnel is now half of what it has been historically. Given recent investments in equipment, the reduced staff is making it difficult to respond to service requests in an expeditious manner. We ask your patience until the College can restore staff.



Acquired in the Past Year for Students with Disabilities

<u>Spec Software</u>	<u>Function and Population</u>	<u>Campus Location</u>
*ZoomText, Level 2	Screen enlarger, also reads Text For Blind, Visually Impaired and LD	Library (5) Comp. Lab/classrooms (4) Stud. Comp. Ctr. (8) OSSD (6)
*Kurzweil Text reading prog.	Used w/ scanner, reads printed material Incl. Textbooks, Handouts, etc	OSSD (5)
*JAWS	Screen Reader for Blind, Visually Impaired and LD	OSSD (5)
*Inspiration	Writing Organizational Tool for LD	OSSD (5)
*ViaVoice	Voice Input for Blind, Physically Disabled and LD	OSSD (4)

<u>Other Equip/Materials</u>	<u>Purpose</u>	<u>Campus Location</u>
*Computer Tables *Computer Chairs	Adjustable for height	OSSD (10 each)
*CC/TV	Enlarge Graphs, Maps and Photographs, as well as text, on a monitor	OSSD (*1-color, 1-B&W) Library (1-B&W )
*Scanners	To work with /Kurzweil Text Reading Program for Blind, Visually Impaired and LD	OSSD (*3, 3 )
*Touch Screen Monitor	For Physically, Visually & Learning Disabled	OSSD (1)
*Enlarged Keyboard, Spec. mice, track- balls, & other access.	For Physically, mobility, dexterity and visually impaired for inputting computer.	OSSD
Color Printers	For Graphs, Maps and Photographs Requiring Color	OSSD (1, 1)
B & W Printers	For general use	OSSD (2)
*Networking Hardware, Cables	To allow several computers to share printers.	OSSD

*Headphones	For computers, voice output software	OSSD (*6, 6) Library (2) Stud. Comp. Ctr. (2)
*Large Print Calculators	For Visually Impaired & LD	OSSD (2)
*Talking Calculators	For Blind, Visually Impaired & LD	OSSD (2)
*Talking Dictionary	For Blind, Visually Impaired & LD	OSSD (1)
*Tape Recorders	For note taking, recording books, etc.	OSSD (*1, 3)
*TV/VCR/DVD Player	For training, education, & Disability Awareness activities	OSSD (1)
Various Videos & Books, etc.	For training, education, reference & Disability Awareness activities, & for OSSD Lending Library (catalog available)	OSSD

Other Equipment, materials Available

Braille	For Blind for note taking	OSSD (1)
FM Listening Device	Portable amplifier for the Hearing Impaired	OSSD (1)
Telephone Typing Device (TTD)	Enables Hearing Impaired to use a standard telephone	OSSD (2)
TV/VCR	For training, education, & Disability Awareness activities	OSSD (1)

Ordered but not yet received.

*CC/TV- Color	Enlarge Graphs, Maps and Photographs, as well as text, on a monitor	Library (1)
*AlphaSmart 3000 Rechargeable	Portable Note taking device for Visually Impaired, Blind & LD	OSSD (1)
Large Print Dictionary	For Visually Impaired, LD	OSSD (1)
Photocopy Machine (being ordered by Institutional Development)	Copying & Enlarging Documents, Exams, Notes	OSSD (1)

Fax Machine (being ordered by Student Health)	Send & Receive Documents, Memos	OSSD (1)
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Vertical blinds for all Windows and Doors (Ordered by Institutional Development)	To provide privacy for students and others visiting OSSD	OSSD
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Still Needed, Not Yet Purchased

Aurora (software)	Word/Phrase Prediction for LD and Physically Disabled	OSSD (5)
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TextHelp (software)	For LD for writing skills	OSSD (5)
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JAWS (software) (additional copies)	Screen Reader for Blind, Visually Impaired and LD	OSSD (3) Library (5) Comp. Lab/classrooms (4) Stud. Comp. Ctr. (8)
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Automatic Door Opener for Entrance Of New OSSD Site (being ordered)	To make OSSD Wheelchair Accessible	OSSD
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Secure Locks for OSSD Entrance (being researched)	To Safeguard OSSD Equipment, Materials, Files	OSSD
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\* Recently purchased by Technology Committee