



Library Technology and Telecommunications Committee Meeting Minutes

Meeting Date: August 26th

Next Meeting: September 30th

Location: ZOOM

Attendance: Stephen Castellano, Dana Fenton, Tailisha Gonzalez, Deira Pereyra, Kenneth Schlesinger

Student Senators:

Excused: Jennifer McCabe, Jennifer VanAllen, Sherry Deckman

Library

- Library welcomes students and faculty to Fall semester. Get to Know the Library with a guided 30-minute Library Tour. You'll learn about: service desks and what they offer – technology available for students – visit individual and Group Study Rooms – find out about books that can be borrowed. Visit Library Homepage to register. Please swipe your Lehman ID to enter Library.
- Library and CUNY's Calandra Italian American Institute presents *Italians and Albanians in the Bronx*, Friday, September 18th, 5:30 to 8:00 PM in Library Periodicals Room. Reception will follow. RSVP: president.events@lehman.cuny.edu
- Library resources – including Course Reserves and Research Guides – can be connected to your Brightspace Course Shell. Resource will direct students to research resources and course assignment. Contact John DeLooper in Library for additional information.

Information Technology

- We are pleased to announce that the phased migration of the Lehman website rebranding is nearing completion. All departments have been completed and the IT website is nearing completion. New pages are being added each week. The rebranded website is fully accessible and offers a neat and clean look for an enhanced user experience.
- The new student email went into effect in early June. LC.CUNY.EDU mail is no longer active. Mail from Brightspace is sent to the new student email address which is: firstname.lastnameXX@stu-mail.lehman.cuny.edu. Your new student email has the same Office365 applications and the prior mail. OneDrive is also included.

- QLess – our Help Desk reservation platform will be upgraded later in the semester to provide a better experience for the college community. With QLess, the community can make an appointment for assistance on their schedule. A member of the Help Desk Staff will call the registrant at the appointed time and provide the needed support. ZOOM assistance is also available to the college community.
- Campus computers are in the process of being upgraded. The Windows 10 Operating System is no longer supported and new computers will have Windows 11.
- Lehman 360 has meal plans that are suited for resident students and commuter students. There are 4 plans to choose from for resident students and 2 plans to choose for commuter students. Faculty and staff may purchase meal plans too! Once a plan is purchased, swipe your Lehman ID to purchase your meal. Vegetarian/vegan plans are available too.
- The IT Division has been collaborating with the Office of Student Affairs to ensure that Lehman's new Dormitory – Lehman Grand – has the latest technology for student residents.

LMS/Brightspace

- **Compliance Courses**

- Compliance Courses are located on the Compliance tab in your My Courses widget on the Lehman College homepage.
 - Students
 - The CUNY Cybersecurity course is available for students. We strongly suggest that students complete the training as it offers best practices to protect the student and Lehman's digital environment.
 - CUNY Student SPARC Training course is now available. Faculty and Staff
- **Course Activation** – As faculty finalize your Fall 2026 courses, please confirm that your course is active and visible. Instructions are located beneath the My Courses widget on the Lehman College Brightspace homepage.
- **Course Requests, Administrative Services, and Incidents** – To provide secure, reliable, and equitable support, the Brightspace Transition Team uses ServiceNow and faculty.help@lehman.cuny.edu as the primary support channels for faculty and staff requests and incidents. These shared channels ensure that requests are properly tracked, visible to the entire support team, and routed appropriately for timely resolution, helping us provide consistent and efficient support. Requests for Course Copy, Course Merge, Observer Access, and Enrollment-Related Changes should be submitted through ServiceNow Brightspace Requests or e-mailing

faculty.help@lehman.cuny.edu. Brightspace issues should be submitted through ServiceNow Brightspace Incidents

- **Brightspace Office Hours** - In addition to our regular business hours, we will offer expanded evening and weekend Brightspace Office Hours beginning this weekend and continuing through the weekend of September 12-13, 2026. Faculty and staff are welcome to book consecutive sessions as needed. We look forward to working with you!
- **Training** – We have scheduled a Faculty Workshop on Yuja – our Media Repository – for Friday, September 13th @ 3 pm. If you use rich media (audio and video) for teaching, consider attending. Registration and more information will be coming soon/
- **Attendance Tool** - Brightspace now has an ATTENDANCE tool enabled. The new tool will allow faculty to keep attendance records for classes right inside Brightspace. Faculty have requested the tool and CUNY's Office of Academic Affairs and Technology have enabled the tool. The Attendance feature is found in the COURSE ADMIN area of every class under Learner Management. If you would like to learn more about the tool, please consider making an appointment for a Brightspace Office Hour so we can walk you through the tool.