

## MEETING MINUTES

### Technology Coordinating Committee

October 21, 2009

2:30 p.m., Room B2-26

Community College of Philadelphia

1700 Spring Garden Street Phila., PA 19130

#### I. Call to Order

The meeting was called to order at 2:35 p.m.

#### II. Attendance

**Committee Members Present:** *Luke Kasim, Bill Bromley, Melissa St. Pierre, Jody Bauer, SK Calkins, Tom Hawk, Gary Bixby, Ruth Baker, Steve Jones, Heidi Braunschweig, Karen Schermerhorn, Frank Bartell, Arnold DiBlasi, Noelia Rivera-Matos, Mary Yannuzzi, David Freeman.* **Alternates Present:** *Peter Margolis.*

Steve Jones was appointed secretary of the day.

#### III. Approval of past minutes – September 16, 2009

**The minutes were approved as amended.**

#### IV. Old Business

##### a. Election of 2009-2010 Committee Chair

**A motion was made to appoint Jody Bauer and Arnold DiBlasi as co-chairs of the TCC for the 2009-10 academic year.**

**The motion was seconded and approved unanimously.**

##### b. Update on technology in the classrooms (Bixby)

Gary Bixby reported that there was a meeting with the project team regarding smart classroom design, and that retrofitting of smart classrooms was proceeding.

Tom Hawk emphasized that people may need access to smart classroom technology and not necessarily to *a computer classroom*. He predicted that there might be twenty new smart classrooms this fall. The decision about their specific location needs to be made. There need to be changes in scheduling so that individual teachers are scheduled for space they need.

### **c. Alternatives to College News (Fernberger)**

Discussion of this item was moved to next month's agenda.

### **d. CMS Changes (Margolis)**

Peter Margolis reported on some minor changes in Webstudy Course Management System functions and student interface. Webstudy has now developed a so-called "tutoring" function, but it was Peter's opinion that it was not thoroughly thought-through; when used, this function causes pre-loaded "remedial" work to be automatically sent to students. There is also a minor change in the user interface: a function to allow students to take tests more than once and to allow the teacher to count only the highest grade.

There was a general discussion about what is on the horizon regarding CMS:

It was noted that there is a diminishing sense that OL learning is a realm apart from traditional learning; on-line learning should be a component in every course. A CMS makes it possible to locate oneself on a continuum between complete reliance on computer-based exchange and a traditional face-to-face classroom.

Tom Hawk noted that this development relates to business continuity: planning for H1N1 and other disruptions includes the ability for classes to meet virtually.

Arnold DiBlasi noted that an advantage of using MyCourses webpages for class management is that it does not involve as much training.

It was noted that there may be increased scrutiny concerning security in OL courses, particularly regarding accreditation. We need to develop practices that allow us to be sure that the student of record is the one submitting the work.

It was reported that CCP's agreement with Webstudy has been extended for another three years.

David Freeman raised a question about how the TCC fits in making decisions about things like choosing a CMS, and wondered why we are hearing now that we are now signed up for three more years of Webstudy. Surprise was expressed that the contract was signed without more institutional discussion.

There was general agreement that the TCC has a role in considering continuation or change in CMS providers. Among other things, the TCC is in a good position to gather information from distance ed faculty about their experience.

Peter Margolis pointed out that in considering a possible change in CMS providers, the planning phase would take at least a year.\

Discussion ensued about the wisdom of creating a committee to evaluate Webstudy now, and examine if it is the best system.

Jody Bauer noted that the current technology plan contains a number of items that includes looking at questions regarding OL learning and the CMS.

Tom Hawk emphasized that the cabinet needs to be involved in this decision-making.

**Karen Schermerhorn made a motion to create a sub-committee of the TCC to study future CMS options from the point of view of the technology plan and of economic viability, and that this committee should consult with Academic Affairs and include people outside the TCC as resources.**

**The motion was seconded and passed unanimously.**

As further clarification on the intent of the motion, it was noted that its members should include practitioners (both experienced and not), and people from IT. Peter Margolis agreed to look for volunteers. Gary Bixby will serve as a resource.

## **V. New Business**

### **a. October 2009 National Cyber Security Awareness Month (Bauer)**

Jody Bauer directed our attention to her message on this topic.

### **b. Call for other new business items**

**Steve Jones made a motion to establish a subcommittee of the TCC to review the “Document on Procedures Requirements and Guidelines for Online Course Conversion,” and to make recommendations on revisions to this document.**

**The motion was seconded.**

It was agreed in the discussion that it would not be pre-determined what the scope of the recommendations would be, nor whether the recommendations would necessarily be or not be in the form of a recommended Policies and Procedures document.

**The motion was passed unanimously.**

It was agreed that members from key constituencies would serve on this committee.

## **VI. Adjournment**

**A motion was made, seconded, and approved to adjourn.**