

Community College *of* Philadelphia

Minutes

Technology Coordinating Committee

04-16-2014 2:30 p.m.

B2-26

2013-14 Committee Members Present:

Federation Delegates & Alternates	
Eva Agbada	A
Ed Baker (A)	P
Frank Bartell (A)	P
Heidi Braunschweig	A
Steven Davis	P
Steve Jones (A)	P
Fran Lukacik	P
Craig Nelson	P
Noelia Rivera-Matos	A
Sean Sauer	P
Karen Schermerhorn	P
Jessica Ward	P
Ted Wong	A
Administrative Appointees & Alternates:	
Rikki Bardzik (A)	A
Jody Bauer	P
Gary Bixby	A
Bill Bromley	P
S.K. Calkins	P
Arnold DiBlasi	P
Ellen Fernberger	P
Susan Hauck	P
Sam Hirsch	A
Allan Kobernick (A)	P
Gim Lim (A)	A
Peter Margolis	P
Aileen Rollins (A)	A
Jocelyn Sirkis (A)	A
Jim Spiewak (A)	A
David Watters	P

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- I. **Call to Order**
 - Meeting called to order at 2:35PM.
- II. **Attendance**
 - Attendance as noted on Page 1 of this document.
- III. **Approval of minutes (Action)**
 - a. February 19, 2014 Minutes – Approved
- IV. **Old Business (Informational)**
 - a. **Update on Development of Classroom Technology Standards (DiBlasi)**
 - i. Mr. DiBlasi summarized the meeting of this TCC sub-group with a charge to develop proposed classroom standards. A group within Canvas was created to share information on the topic. The next meeting will entail further discussion and focus on the “ideal learning environment”. Meetings may occur virtually via Canvas in the future.
 - ii. Several levels of standards were discussed:
 - 1. Technical Specification levels
 - 2. Physical Specification levels
 - 3. FF&E – Furniture, Fixtures and Equipment
 - 4. ADA
 - iii. The group discussed the need for a non-classroom space standards group to be reviewed since learning happens in and out of the classroom.
 - 1. Ms. Ward asked if the Learning Commons space was being reviewed. Mr. DiBlasi responded that it was considered a non-classroom space but the overlap does exist.
- V. **New Business**
 - a. **Ending of MyCourses July 1, 2014**
 - i. A follow up to the announcement that MyCourses and Group Studio inside MyCCP would be ending as of July 1, 2014. Academic Technology sent an email targeting faculty concerning the demise of the functionality. See Attachment A.
 - ii. Student groups will flow into OrgSync sponsored by Student Life and Staff & Faculty groups will move to Canvas. Dean

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Hauck stated that Canvas can be used for groups but she would like to request that only active groups be moved. Ms. Bauer stated that the group leaders would be contacted before a move occurred.

iii. In addition, the Canvas SANDBOX setup was discussed. See Attachment B.

b. Feedback on ITS Alerts & ITS News

i. Ms. Bauer asked if the news alerts are being received in a positive light.

1. Too early to tell
2. Good response, keep them up
3. Informational

VI. Adjournment @ 3:30PM

Next Meeting: May 21, 2014 2:30PM B2-26

Attachment A

Subject: MyCourses Functions to be Eliminated in July 2014
From: CNEWS <cnews@CCP.EDU>
Reply-To: The Faculty Announcement List <CC-FACULTY@LISTSERV.CCP.EDU>
Date: Tue, 1 Apr 2014 15:29:59 +0000

Effective July 1, 2014, faculty and students will be happy to hear that all courses - face-to-face, hybrid, and online learning - will be unified within Canvas.

As we upgrade our *MyCCP* platform to the latest version of Luminis this summer, the *MyCourses* and Group Studio functions will cease. All of these features and more have been available within our Canvas LMS (Learning Management System) since September 2012.

Although each faculty member should retain the original documents they uploaded to *MyCourses*, please be sure to download any file that you may need from any of your courses PRIOR TO JULY 1, 2014. All *MyCourses* documents and settings will be deleted after this date and will not be archived for future access.

Many of us have used the *MyCourses* functions over the last few years, and this feature of *MyCCP* has served us well. As the first tool allowing the College's faculty to offer web-enhanced classes and 24/7 access to class supplements, as well as mass email communication, a number of faculty jumped on board and used many of these features. As with any tool, there were also shortcomings with *MyCourses*, including the lack of migration from one term to another, a less than optimal interface for threaded discussions and no electronic evidence of emails sent to students.

Canvas offers many ideal features:

- *ease of use and an intuitive interface allowing faculty to post their syllabus*
- *online repository of various files for student download and use 24/7 from any Internet-connected device*
- *mass emails and announcements to all class members, along with personalized notifications so that all users receive alerts wherever they choose*
- *threaded communication/discussion boards*
- *multimedia ability both from faculty to students and from students to faculty*
- *migration and replication from one semester to another without uploading the same files again and again*
- *along with a host of other features that at one time were only available to online learning courses*

Academic Computing continues to offer many workshops demonstrating the various features of Canvas. We will also offer an increased number of courses through the summer in advance of the *MyCourses* elimination.

If you have any questions, please feel free to contact either 4ITSupport@ccp.edu or Academic Computing at adibiasi@ccp.edu.

Announcement Contact Information:

Contact: Arnold DiBlasi

Phone: x8545

Email: adibiasi@ccp.edu

Attachment B

New SANDBOX Course Available to All Faculty Inside CANVAS

From: CNEWS <cnews@CCP.EDU>

Reply-To: The Faculty Announcement List <CC-FACULTY@LISTSERV.CCP.EDU>

Date: Thu, 3 Apr 2014 16:27:59 +0000

As per the previous announcement, we are moving toward having all courses - face-to-face, hybrid and online - unified within the Canvas LMS (Learning Management System), effective July 1.

In order for faculty to experiment with the various Canvas features, a SANDBOX course has been created for each faculty member and placed into your list of available courses. To find this new course, simply log into Canvas and then mouse over the Courses link, it should be at the bottom of the list in alphabetical order. This is a full-featured course shell that will allow you to post a syllabus, create announcements, create and post all types of assignments (online submissions, threaded discussions, self-grading quizzes, etc.), and explore every facet of Canvas.

By clicking on "Student View" in settings, you can also have the student experience to see what the course looks like, how the assignments appear and actually submit work to the course. Once submitted, you can return to the faculty role and grade the assignment to test how the SpeedGrader application works to allow you more qualitative time with each assignment and less technical uploading and downloading. The Test_student is also listed in the Gradebook.

Please explore the new SANDBOX course and contact us if you have any questions. The Canvas HELP feature can be located on the upper-right of the screen. It is very user-friendly and features rich and structured FAQ's (frequently asked questions).

A schedule of Canvas training workshops will be posted to the Professional Development calendar, and will be offered throughout the summer on Main campus and Regional centers as demand dictates.

For any comments or questions, please contact Academic Computing at adiblas@ccp.edu.

Announcement Contact Information:

Contact: Arnold DiBlasi

Phone: x8545

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