

Community College *of* Philadelphia

Minutes
Technology Coordinating Committee
11/15/2017 2:30 p.m.
B2-26

2017-18 Committee Members Present (P):

Federation Delegates & Alternates	
Steven Davis	P
Heidi Braunschweig	P
Jon Drucker	P
Sarah Iepson	
Dawn Janich	P
Amy Lewis	P
Fran Lukacik	P
Will Miller	P
Craig Nelson	P
Sean Sauer	
Dominic Isabella (A)	
Latoya Langston (A)	P
Steven Davis	P
Administrative Appointees & Alternates:	
Nicole Armezzani	P
Jody Bauer	
Gary Bixby	P
William Bromley	P
S.K. Calkins	
Pam Carter	P
Ellen Fernberger	P
Susan Hauck	
Jason Stein	
James Zelenak	
Rikki Bardzik (A)	
Allan Kobernick (A)	P
Gim Lim (A)	
Peter Margolis (A)	P
Jim Spiewak (A)	

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I. Call to Order

The Meeting was called to order by Amy Lewis.

II. Attendance

See page 1 of this document.

III. Approval of minutes

The October meeting minutes were unanimously approved.

Motion accepted by William Bromley and seconded by Allan Kobernick

IV. Business

a. Planning Discussion

Amy Lewis presented the list of desired computer competency skills that students should have when they begin their Path to Possibilities at CCP.

Lengthy discussion followed.

Amy led the discussion as the document was reviewed by committee members, and items were added; these additions were discussed.

The committee agreed that these skills were important for student success.

Discussion included:

- when and how students can obtain these skills
- length of training session for student to learn these skills
- much class time is spent by faculty teaching students these skills
- training for students should be in multiple prominent locations on the CCP website and offered in a variety of formats at the college
- the training should be easy to find on the website
- include as an "Online Bootcamp"
- be accessible to future students prior to starting at CCP
- include instructional videos made by students for students
- students are unaware of where to go for help
- include in orientation and/or FYE course
- use existing untapped resources, such as the instructional aides, to support the training of students
- Regional Centers have instructional aides that have been teaching fundamental computer skills
- be part of the learning commons
- older students returning to CCP have technology anxiety
- the training should be easily accessible

Craig Nelson indicated that students look for apprenticeships and that this training could be part of an apprenticeship.

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2 Goals: A: Use existing tools that we already have to support students

B: Consider this task be part of the instructional aides

Jon Drucker to write up a recommendation for the TCC committee for discussion at the January 2018 TCC meeting

b. President's Town Hall

Dawn Janich will be presenting a summary of the foundational technical skills considered to be needed by our students at the 11/16 Town Hall Meeting

b.i. Discussion of the Learning Commons

The Learning Commons is to include a "Genius Bar" format in the library that supports the advancing of students' technology skills, improving their success

c. Distance Education Policies and Procedures

Heidi Braunschweig proposed that it has been at least 5 years since there has been review of the current Distance Education Policies and Procedures.

Heidi indicated that due to the length of time since the last review (four years), we should reassess the procedures.

Discussion included that clarity of the policy and procedures needed for changing a traditional 15 week course to a 10, 7, or 4-week course.

The policy and procedure is not currently followed by all divisions uniformly

There are three levels of review: ADA compliance

Copyright

Quality

Then, courses are examined by a content expert.

c.i. Peter Margolis mentioned that the Canvas Webinar can now be found as a link on the FAQ for Online Learning.

c.i.i. Peter Margolis presented a document entitled "Comparative Online Learning Staffing at 11 Pennsylvania Community Colleges"

Discussion included the need for additional distance education staff as online courses continue to grow as well as faculty continuing to grow online course offerings

Based on the document presented by Peter, CCP is critically understaffed in Distance Education. Suggestion was made to present if more staff were to be added to show how this would benefit the institution.

Make a recommendation to support the growth of online learning by both students and faculty because more infrastructure is needed

d. Library Committee

Steven Davis announced that he and Jody will now be part of the subcommittee to discuss the technological needs of the new Library Commons.

The committee charged Jody Bauer with writing a policy to present a proposal to the governing bodies of CCP that the TCC be involved all technological advancements in the College

Motion made to adjourn the meeting by Craig Nelson and seconded by Allen Kobernick.