Community College $o\!f$ Philadelphia

DRAFT Minutes

Technology Coordinating Committee 01.17.2018 2:30 p.m.

B2-26

2017-18 Committee Members Present (P):

Federation Delegates & Alter	nates
Heidi Braunschweig	P
Steven Davis	
Jon Drucker	
Sarah lepson	
Dawn Janich	P
Amy Lewis	P
Fran Lukacik	P
Will Miller	P
Craig Nelson	P
Sean Sauer	
Dominic Isabella (A)	
Latoya Langston (A)	
Administrative Appointees &	Alternates:
Nicole Armezzani	P
Jody Bauer	P
Gary Bixby	P
William Bromley	
S.K. Calkins	
Pam Carter	
Susan Hauck	P
Jason Stein	
James Zelenak	
Rikki Bardzik (A)	
Allan Kaharnisk (A)	P
Allan Kobernick (A)	
Gim Lim (A)	P
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- I. Call to Order
- II. Attendance

See page 1 of this document.

- III. Approval of minutes
 - a. Minutes from 11/15/2017
 - b. Approved Motion carried
- IV. Old Business
 - a. Review of Policy Draft (Jon Drucker)
 - i. Item held until next meeting
- V. New Business
 - a. Review of current IT Policies for Updates (Bauer)
 - i. Jody Bauer presented the committee with Policies #305, 306, 307, 309 and 312 which require updates to language. It was determined that Jody will take a first pass then allow the committee input on the suggested changes. The updates will need to go through IWC with a recommendation of an update detailed for each policy.
 - b. Discussion of the development of a New Policy on Software Installation

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- i. Jody Bauer and Sue Hauck discussed the need for a Software Implementation/Installation Policy as well as procurement guidelines.
- ii. It was suggested that this topic be incorporated into #305.
- iii. A title of "Acquisition, Use and Access" was suggested.
 - 1. Dawn Janich, Nicole Armezzani, Sue Hauck and Jody Bauer will comprise the workgroup to review the policy for inclusion of software needs.
- iv. It was suggested that we also review the Online Learning policy for updates.
- v. It was suggested that the policies also should include reference to mobile devices since that is how most students access the software.
- c. Other Business
 - i. Zoom Enterprise was discussed.
 - 1. When will Zoom be integrated into Canvas? The Spring when the SSO issues are resolved.
 - 2. Should students be included in the import? Requires further discussion.
 - ii. Will this type of technology discussion be part of the visioning process for the redesign of the Library? *Hopefully*.
- VI. Meeting Adjourned at 3:55 PM
 Next Meeting February 21, 2018 B2-26 2:30PM