

Community College *of* Philadelphia

TECHNOLOGY COORDINATING COMMITTEE MINUTES

Wednesday, November 17, 2021, 2:30pm

Zoom Meeting

MEMBERS: Beth Hicks (Co-Chair), Fran Lukacik (Co-Chair), Angela Barnes(A), Latoya Bond, William Bromley, Pam Carter, Mark Consul(A*), Christine Griffin, Barbara Hearn, Marcia Henley, Rasheeda Holliman(A), Louise Jones(A), Allan Kobernick(A), Gim Lim(A), Calion Lockridge, Jr.(A), Roger Miller, Sean Morris(A), Eric Neumann, Johnson Omosule, Mavis Pogue, Ronald Shamwell, Eric Shannon, Yusefa Smith, Vijay Sonty, Jason Stein, Kelvin Veale, Chris Wieman, James Zelenak

*(A) = Alternate

ATTENDEES: Beth Hicks (Co-Chair), Fran Lukacik (Co-Chair), William Bromley, Pam Carter, Mark Consul(A*), Louise Jones(A), Allan Kobernick(A), Gim Lim(A), Roger Miller, Eric Neumann, Mavis Pogue, Ronald Shamwell, Eric Shannon, Yusefa Smith, Vijay Sonty, Jason Stein, Kelvin Veale

- I. Call to Order and Attendance
 - a. Meeting was called to order by Fran Lukacik at 2:32.
 - b. Attendance was taken from those present in the Zoom meeting.
- II. Approval of May 2021 and October 2021 Minutes
 - a. Bill Bromley made a motion to accept the May 2021 minutes, and Louise Jones seconded the motion. By vote the May 2021 minutes were unanimously approved.
 - b. Bill Bromley made a motion to accept the October 2021 minutes, and Louise Jones seconded the motion. By vote the October 2021 minutes were unanimously approved.
- III. Old Business
 - a. Memorandum 14
 - i. Fran Lukacik, Yusefa Smith, and Pam Carter provided background information regarding prior TCC work on Memorandum 14, which is the College's policy on "Standards for Distance Education Courses". Last year, a subcommittee examined the policy issues in detail and reported back to the whole committee, where issues were then decided upon. Agreement on the policy changes the TCC would recommend to the IWC was gained on all issues except whether faculty should have the option to require students to come on campus to take exams in an online course. It was then decided to delay a vote on the issue until there was additional information about proctoring services available to faculty.
 - ii. Vijay Sonty suggested we hold a vote now and move our recommendations forward to the IWC. Yusefa Smith suggested new committee members, as well as faculty in other departments, should have an opportunity to further examine the factors involved with requiring students in online classes to come on campus for exams.
 - iii. As a next step, the committee decided to reconvene the subcommittee exploring this issue and have them report back their findings to the TCC. Kelvin Veale volunteered to lead the reconvened subcommittee.

IV. New Business

a. Policy Review

- i. There are technology-related policies that have not been reviewed recently, and there has been feedback regarding the vague wording of some policies. The committee discussed the merits of conducting a review of the policies referenced in the recently approved CCP 2021-2025 Technology Plan.
- ii. It was decided the committee will review a subset of policies at each meeting to determine if any recommendations to update the policies should be made. Bill Bromley suggested General Counsel be included in any process where a recommendation for change will be made, and the committee agreed. Beth Hicks will upload all of the policies in the TCC group site for committee member review. The goal is to complete the reviews and make any subsequent recommendations to the IWC by May 2022.

b. Thoughts for Committee Initiatives for Academic Year 2022

- i. Beth Hicks stated the co-chairs' intention to receive committee member ideas for new initiatives for the TCC to undertake during this academic year. No new initiatives were suggested; however, committee members thought this was a good approach.

c. Annual Report on Emerging Technologies

- i. The new Technology Plan states the TCC and the IT Services department will provide an annual report on emerging technologies. There was discussion on how this might be accomplished. It was decided to include an emerging technologies agenda item for each monthly TCC meeting. Two aspects of emerging technologies will be addressed during the meetings: 1) new technologies currently being implemented at the College so that TCC members stay abreast of what technologies are currently in use and 2) technologies referenced by Educause as emerging in education. The Educause list of emerging technologies will serve as a foundation for exploring technologies to highlight in the annual CCP report. Vijay Sonty volunteered to share the Educause top emerging technologies information in the TCC group site.

V. Adjournment

- a. As there was no other business, Allan Kopernick made a motion to adjourn the meeting, which was seconded by Louise Jones.