

Community College *of* Philadelphia

TECHNOLOGY COORDINATING COMMITTEE MINUTES

MEMBERS: Beth Hicks (Co-Chair), Fran Lukacik (Co-Chair), Angela Barnes (A), Latoya Bond, William Bromley, Mark Consul (A*), Christine Griffin, Barbara Hearn, Marsia 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, Karen Rege, 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), Angela Barnes (A), William Bromley, Mark Consul (A*), Marsia Henley, Allan Kobernick (A), Gim Lim (A), Calion Lockridge, Jr. (A), Karen Rege, Ronald Shamwell, Eric Shannon, Yusefa Smith, Vijay Sonty, Jason Stein, Kelvin Veale, Chris Wieman, (A) = Alternate

Agenda: 4/20/2020 | 2:32pm | Zoom Meeting

- I. The meeting was called to order by Co-Chair Beth Hicks
 - a. Attendance was taken

- II. March Minutes
 - a. The March Meeting Minutes were not left by the previous secretary. We are actively trying to obtain them.

- III. Old Business
 - a. Memorandum 14
 - i. Karen Rege reviewed all of the changes the sub-committee made to Memorandum 14.
 - ii. Highlights include:
 - a. Title remained
 - b. Defined Distance Education
 - c. Elected to use only online and hybrid in the policy and not list all the Banner codes.
 - d. Opted not to include specific percentages, but agreed upon online courses are generally 50% or more online.
 - e. Removed syllabus requirements as they are located on the curriculum website and kept up to date by that office.
 - (1) It was recommended that syllabi include the requirements of technology needed by the student and if they will be proctored.
 - f. Victoria Sellers was contacted about materials being available online
 - g. Clarified assessment: assessment of students and assessment of quality of online courses

