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

- h. Also clarified support for students and support for faculty, general training, Course Approval Process, and course design quality assurance
- iii. Discussion of the next steps for the policy
 - a. The Memorandum is to go the Vice President and to the WIC
- iv. The Committee approved the changes. Jason Stein made a motion to approve and Allen Kobernick second the motion. All committee members were in favor.
- b. Annual Report on Emerging Technology
 - i. Bill Bromley submitted a draft of the report. The committee had discussions regarding some terminology and definitions. There were brief points of clarity and inclusion from several committee members. One was about adding an MR category to the essential technologies paragraph, a point of interest about AWS and Data Lake.
 - a. Beth explained that this was our first report and it came from the recently approved strategic plan
 - b. Jason Stein made a motion to accept the report as is and put it in the minutes. Vijay Sonty second the motion. The committee approved.

c. Policy Review

- i. Policy on Digital Materials #220
 - a. Comments included if the opt out should be in the policy. Clarification is needed as to where to go to opt out, such as the Bookstore or Student Tuition Services.
 - b. Beth will confirm the actual opt out procedure
 - A question was brought up regarding the statement about digital materials being offered at or below market rate and if this needed to be in the policy.
 - d. Will confirm and finalize at the May meeting.
- ii. Chosen Name Policy #360
 - a. Policy seems to be fine
 - b. Need to check on titles or change to Chief Diversity Officer
 - c. May be more fitting for Title 9

IV. New Business

- a. There was no new business
- b. Please send any agenda items for May to the co-chairs.
- V. Adjournment 3:07pm, Jason Stein1ST and Allen Kobernick 2ND.