

**Technology Coordinating Committee
Minutes
10/03/07**

TECHNOLOGY COORDINATING COMMITTEE 2007-2008

<u>Appointees</u>	<u>Alternates</u>	<u>Delegates</u>	<u>Alternates</u>
Bhvesh Bambhrolia	Matthew Shupp	Ruth Baker	Elizabeth Cantafio
Jody Bauer		Frank Bartell	Arnold DiBlasi
William Bromley		Constance Duaval	Fran Lukacik
SK Calkins		Jae Fisher	
Kathy Duffy		David Freeman	
Ellen Fernberger		Steve Jones	
Tom Hawk		Janet Liss	
Sam Hirsch		Kelley McQuain	
Jim Spiewak		Noelia Rivera-Matos	
Tim Sullivan		Karen Schermerhorn	

Members Present at the meeting are noted in **BOLD**.

AGENDA

I. Election of Chairperson for 07-08 academic year

(Action Item)

The meeting was opened with a request for nominations for the 07-08 TCC chair. Frank Bartell was nominated. Membership raised the question of the possibility of having co-chairs. No objections. Jody Bauer was nominated as co-chair. Both nominations received a second and the vote was affirmatively carried.

Frank Bartell and Jody Bauer elected co-chairs for the 07-08 TCC standing committee.

II. A. Committee meeting time for the year

(Discussion Item)

The TCC will meet the 3rd Wednesday of the month at 2:30PM. Location is TBD.

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Another meeting of the committee will be held this month; October 24 @2:30 in B2-26. Topic: Standards for Distance Ed Courses. Informational items will be distributed to the committee for review prior to this meeting.

Question concerning the Microsoft Office 2007 upgrade. Jody stated that information had been distributed to the college community by Academic Computing. The deployment of the upgrade for the current term was stated as CBI 3rd floor, W4-27, all regional computer labs, and all associated faculty that teach in these areas. Information can be found on the Academic Computing web site at http://faculty.ccp.edu/dept/Acad_Comp/MSO2007/mso2007.htm.

It was suggested that ITS put out another announcement concerning the transition to the new office product. Jody stated she would take ownership of that item.

Question concerning the tracking of certification program students by program supervisors. Jody stated that a solution has been determined by working with the Academic Affairs individuals. The solution is currently under development.

A statement concerning the use of the MyCCP Group functionality for the committee was made. A quick review of accessing the group and its features was presented.

II. B. Planning agenda items for the 07-08 academic year
(Discussion Item)

No agenda items were planned for the future beyond the Oct 24th meeting issue concerning guidelines for distance education.

III. Old Business
(Informational Item)

The revision to the Acceptable Use Policy #307 was approved over the summer and posted to the College's P&P web site.

IV. New Business

No new items were discussed beyond the distance education guidelines question which will be on the agenda for the Oct 24th meeting.

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3:30 Meeting adjourned