

**Community College of Philadelphia
MEETING MINUTES**

**Technology Coordinating Committee
October 15, 2008 B2-26**

Committee Members Present:

Administration		Federation	
Appointees	Alternates	Delegates	Alternates
<i>Bhavesh Bambhrolia</i>	Linda Konicky	Ruth Baker	Constance Duaval
Jody Bauer	<i>Charles Rumford</i>	Frank Bartell	<i>Bob Gallagher</i>
Gary Bixby	Matthew Shupp	Heidi Braunschweig	
William Bromley	Jim Spiewak	Arnold DiBlasi	
SK Calkins		Jae Fisher	
Ellen Fernberger		David Freeman	
Tom Hawk		<i>Steve Jones</i>	
Sam Hirsch		Kelly McQuain	
Luke Kasim		Noelia Rivera-Matos	
Maryann Lyons		Karen Schermerhorn	

Members Absent are noted in ITALICS.

Alternates and Delegates Present:

Matthew Shupp voting for Bhavesh Bambhrolia

Guests Present:

None

I. Call to Order

Meeting was called to order by Arnold DiBlasi at 2:34pm; Luke Kasim was designated as the recorder for the meeting.

II. Approval of Minutes

- Matthew Shupp stated that the November 18th meeting date is a Tuesday. Changed to November 19.
- Misspelling on page 2 in regards to Dave Freeman's last name. "D" removed..
- Bixby mentioned that there are missing items on a sub-committee's work.
- Hirsch presented the motion for the minutes from the last meeting to be approved; Bauer seconded the motion: minutes approved.

III. Old Business:

- DiBlasi conducted a demonstration of the portal account for TCC members so everyone may access documents, agenda, and minutes

Discussion: Dave Freeman will present the committee's work progress and findings.

Teaching and Learning. Group focused on three goals: Faculty, students and technology environment.

Faculty

Promote use and access by faculty

Highlights: Attempt to assess needs in technology.

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Standard software configuration.
Specialized software
Assess need for specific software.

Students

Standard software configuration.
Specialized software
Assess need for specific software.

Technology environment

- Jane suggested the use of smart boards.
- DiBlasi shared his experience at a conference at Montgomery County Community College; the presentation by Villanova University's engineering department about lecture-capture technology with a combination of video and audio equipment.
- Hirsch shared his experience of how technology has been used at a local university in Nashville, TN. The equipment is based in one place but controlled appliances in four different rooms.
- DiBlasi mentioned that podcasts can be implemented quickly at the College with support from the ITS department.
- Access to printing; Improve faculty access to printers.
 1. Privacy laws need to be considered
 2. DiBlasi: the ability to print secure documents already exists at the College. Its use will decrease the likelihood of confidential documents been viewed by all.
- Wireless access in the classroom will provide flexibility for the professor.
- DiBlasi: Many of the points presented have been considered and many have been incorporated in the renovation projects for the main campus.
- Discussion about the use of a SMART cart compared to a podium.
- Hirsch suggested that we include student voices in the design of new classrooms (e.g. student focus groups). Also, the group should consider the group should consider new designs for student kiosks.
- Bixby mentioned that when considering classroom technology, he recommends a discussion about assistive technology.
- Enhance live courses with a hybrid component.
- Freeman: Will students or faculty drive the changes?
- Brief discussion about College alumni's access to College email took place. The group agreed that it's an area that needs more discussion.
- Expanding technology access to students to use in and out of the classroom.
- Using social networking in the portal to engage current student.
- Electronic books.

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- Hirsch again suggested the inclusion of assistive technology.
 - Hawk: In thinking about the classroom of the future, what type of equipment would students and faculty need in the classroom?
- **Discussion:** Would it be possible for the College to play a role in providing broadband access? Bauer is working with wireless Philadelphia.

Interim reports:

- Bromley: Internet access has been increased exponentially in the last few years. Network/IP are running at 20 to 25 percent capacity. We can see the type of traffic coming in and out of the College and new circuit upgrade will take place in the next few months.
- Hawk: report is not completely ready yet, but a draft will be ready by the next TCC meeting.
- Bauer: The communication team is still working and is planning to meet soon.
- Looking at opportunities in Luminis portal and installing Resource 25 software product. Will outline all opportunities at the next meeting.

IV. New Business

Action Item:

My Courses

- IT currently deletes information based on incomplete policy.
- Incomplete policy has changed.

Bauer made the motion to adjust the policy; “My Courses policy should be parallel to incomplete policy.” Seconded.

Discussion:

- Should part of term be considered?
- Hirsch suggested a write-up of the current policy along with suggested changes prior to a vote been taken by the group.

Bauer withdrew the motion to change the policy.

V. Adjournment: Meeting adjourned at 4:02 p.m.