

MEETING MINUTES
Technology Coordinating Committee
February 18, 2009
2:30 p.m., Room B2-26
Community College of Philadelphia
1700 Spring Garden Street Phila., PA 19130

I. Call to Order

The meeting was called to order at 2:35 p.m.

II. Attendance

Committee Members Present: *W. Bromley, J. Bauer, SK Calkins, Tom Hawk, G. Bixby, Ruth Baker, Steve Jones, Heidi Braunschweig, Karen Schermerhorn, Frank Bartell, A. DiBlasi, N. Rivera-Matos, D. Freeman.* **Alternates Present:** *Connie Duval.* **Guests Present:** *Peter Margolis, Ed Adolphus, Craig Nelson, Julietta Thomas.*

Steve Jones was appointed secretary of the day.

III. Approval of minutes

a. Approval of December, 2008 minutes.

It was noted that the minutes should reflect that Karen Schermerhorn was not present at the Dec., 2008 meeting.

The minutes of the December, 2008 meeting were approved unanimously, as amended.

b. Approval of January minutes

The Jan., 2009 minutes were approved as distributed

It was noted that the previously approved changes in the Nov., 2008 minutes should be reflected in the published version of the minutes.

IV. Old Business

a. Standards for Distance Education P&P 14 (Peter Margolis) (A)

Peter Margolis, Director of Distance Education, reported on proposed revisions to Policy and Procedure Memorandum 14, which sets standards for Distance Education courses. The proposed changes were posted to the TCC Group site for consideration. This item was on the agenda of the January 2009 meeting and was postponed out of courtesy to the the Federation delegates, many of whom were not at the meeting.

Main points in the proposed changes:

A major change is that the existing P and P document still refers to tele-courses, which we do not offer.

Also, the revised document should place emphasis on the course management system. There were, and still are, other means for delivering distance courses, but the main means is the CMS, and the document should reflect this.

One of the other important changes is in item no. 8. It is important to make it clear that the instructor does not give technical support. This is in contrast to academic support, which is spelled out as a faculty responsibility in sections.

In the discussion on this matter, it was agreed that faculty teaching these DE courses are not required to develop ancillary web sites for their courses, but if they choose to do so, students need to have access to it.

There was also discussion of the need to post a "public" syllabus for all DE courses. This syllabus will be available via a College web server. In some cases, students from other institutions need to be able to show that the course meets requirements of their home institution. There is a link on the DE web page onto which the syllabus can be loaded for access by interested parties who are not registered in the course.

It was pointed out that distance courses do have MyCourses pages. These are not public. The purpose of the public syllabus is so that people can see what the course entails before they register.

It was acknowledged that the maintenance of instructor web pages, including provision for the "public" syllabus, is a work in progress.

The original idea was to keep syllabi on a college server to promote links to the college. People could have a cursory web page and upload syllabi to that site.

There was a discussion about the best method to provide public access to syllabi for courses, while taking into account concerns of faculty about the details of their course plans publicly.

It was suggested that it might be possible to simply add posting of syllabi to the checkoff list for the course approval.

The meeting discussed the question as to whether the proposed revisions constitute a substantive change. If it is not, we do not need to go to IWC. We can publish the change.

A **motion** was made to approve the proposed changes to P and P 14 and to express the TCC's view that we consider the changes not to be substantial.

S. Jones made an **amendment**: To delete last sentence in item no. 5 and to make changes in the language so that the language reads as follows:

"A public syllabus shall be available through a faculty web page, which shall be hosted on a College server. Course content on the web page may be made directly available online, referenced from the web using a hyperlink, or may consist of descriptive text referring to materials in the student's possession. This course information should be consistent with approved course documents. Reading and other assignments may be available either on the public web page or in a password protected area at the instructor's discretion."

This motion to amend was seconded and approved unanimously.

The meeting returned to consideration of the main motion.

It was noted that a "public syllabus" on a course web page can be a link on the faculty member's web page on the college server.

The main motion, as amended, was approved unanimously.

It was agreed that a sub-set of the TCC would review the resulting final policy language to make sure that it conformed to the motions at the meeting.

b. Technology Plan: Teaching/Learning and Instructional Resources Subcommittee update (Dave Freeman) (I)

D. Freedman reviewed where we stand on this matter, considering the effects of budgetary constraints.

It was noted that an inventory of resources has been done, and that further needs assessment, from the perspective of teaching, should be done.

It was suggested that a draft of a complete report, including the preliminary reports of all four Technology Plan subcommittees, could be reviewed at next month's meeting. This would put it on schedule to finalize the report at our April meeting.

c. Update: student creation and use of portal Groups (I) (Arnold DiBlasi)

On the topic of student Groups within MyCCP, it was agreed that a meeting with D. Waters in Student Affairs was still in order, since student Groups should not be an Academic Computing responsibility.

V. New Business

a. Reorganization of SACC/Academic Computing (Ed Adolphus) (A)

Ed Adolphus, a faculty member and Aide in Academic Computing, put forward a proposal to move the Student Access Centers to the Learning Laboratories Department. J. Gay, the V.P. for Academic Affairs, has been promoting the reorganization of services that were formerly in the ESS Division. This includes reorganization of the library and creation of the FLOAT.

The TCC has approved the movement of Academic Computing to FLOAT. This proposal would move SAAC to the Learning Lab as part of a future "learning commons."

Faculty aides in the SAAC spoke in favor of the proposed change, citing the observation that making SAAC faculty members of the Learning Lab Department fits with the concept of the "learning commons," in which students can receive both academic help and technical help with their work in the same physical location.

It was observed that the physical changes in the Northeast campus will allow experimentation with this concept on a small scale.

S. Jones made the **motion** to approve the to movement of the reporting function of the Student Academic Computer Centers from the Department of Academic Computing to the Learning Lab Department.

The motion was seconded and approved unanimously.

VI. Adjournment

A motion was made, seconded, and approved to adjourn the meeting.