

**Minutes - DRAFT**  
**Technology Coordinating Committee**  
**May 15, 2013**  
**2:30 p.m.**  
**B2-26**

**2012-13 Committee Members Present:**

<b>Federation Delegates &amp; Alternates</b>	
Eva Agbada	<b>P</b>
Frank Bartell (A)	
Heidi Braunschweig	<b>P</b>
Steven Davis	<b>P</b>
Steve Jones (A)	<b>P</b>
Fran Lukacik	<b>P</b>
Craig Nelson	<b>P</b>
Noelia Rivera-Matos	<b>P</b>
Jessica Rossi	
Sean Sauer	
Karen Schermerhorn	<b>P</b>
Ted Wong	
<b>Administrative Appointees &amp; Alternates:</b>	
Jody Bauer	
Gary Bixby	<b>P</b>
Bill Bromley	<b>P</b>
S.K. Calkins	
Waverly Coleman (A)	<b>P</b>
Arnold DiBlasi	<b>P</b>
Jeri Draper	
Ellen Fernberger	<b>P</b>
Susan Hauck (A)	<b>P</b>
Tom Hawk	<b>P</b>
Sam Hirsch	
Gim Lim	<b>P</b>
Peter Margolis	<b>P</b>
Aileen Rollins (A)	<b>P</b>
Jocelyn Sirkis (A)	<b>P</b>
Jim Spiewak (A)	

**I. Call to Order**

**Meeting called to order at 2:35PM**

**II. Attendance**

**Attendance as noted on Page 1 of this document.**

**III. Approval of minutes (Action)**

- a. Approval of April 2013 Minutes.**

**IV. Old Business**

**a. Update P & P 14**

- i. Steve Jones presented a history of P & P 14, after IWC concerns met with Sharon Thompson to arrive at consensus. Agreed upon current version brought to TCC for vote.**
- ii. New items: definition of Distance Education course; adoption of use of CMS/LMS instead of brand name of program being used in case there is a change in the future; types of online learning only includes course taught online and hybrid, not in class courses.**
- iii. Discussion of Public Syllabus: placing/publishing a version of syllabus “out there” once a person is assigned a course for marketing purposes. Do not have to register for course to see syllabus. Change last sentence in syllabus section to say “The public syllabus shall ALSO include, but not be limited to:”**
- iv. If materials for course can be delivered electronically...good, but can also do in paper format. Best if online delivery.**
- v. Assessment of students: Provide for integrity of assessment as part of course. Gary asked when the Collective Bargaining Agreement is mentioned in the Materials section. Steve explained that there are long term issues that were agreed upon, objectives are set by the institution while the material decided by instructor.**
- vi. Support section: good**
- vii. Training Process: steps to course approval (department starting point, instructor approved by distance education and faculty can seek additional/optional training.**
- viii. Quality Assurance: original document had assessment attached, now maintained by distance education department and no official document attached.**
- ix. Approval process: department recommended, distance education conversion, department approval, finally to Dean for scheduling.**
- x. Waverly questioned if new course needed to go through full Deans approval? Jocelyn brought up the issue of courses only created online and never taught in class.**

**xi. Revision to P & P 14 approved, next stop IWC, try to get on next agenda (October or November 2013)**

**b. Updates on planning sub-committees  
Knowledge complete, infrastructure and security in works, access and support in process.**

**V. New Business: no new business presented.**

**VI. Adjournment @ 4:00PM**