Community College *of* Philadelphia

DRAFT Minutes
Technology Coordinating Committee
10.19.2016 2:30 p.m.
B2-26

2016-17 Committee Members Present (P):

Federation Delegates & Alternates	
Heidi Braunschweig	P
Will Esposito	P
Sarah Iepson	
Dawn Janich	
Nikki Karam	P
Amy Lewis	P
Fran Lukacik	P
Craig Nelson	P
Sean Sauer	P
Ron Shamwell	P
Ed Baker (A)	
Will Miller (A)	P
Administrative Appointees & Alternates:	
Nicole Armezzani	P
Jody Bauer	P
Gary Bixby	
William Bromley	P
S.K. Calkins	P
Pam Carter	P
Ellen Fernberger	P
Susan Hauck	P
Jason Stein	
Jameas Zelenak II	
Rikki Bardzik (A)	
Allan Kobernick (A)	P
Gim Lim (A)	
Peter Margolis (A)	
Jim Spiewak (A)	P

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I.   **Call to Order**
   a. Called to order with a quorum at 2:35pm
II.   **Attendance - See page 1 of this document.**
III.   **Approval of September TCC Meeting Minutes**
   a. Approved following a vote with the caveat that typos be corrected.
IV.   **New Business**
   a. **Technology Plan DRAFT review (Informational Bauer)**
       i.   Ms. Bauer presented a PowerPoint highlighting the Goals, Objectives and Strategies of the DRAFT Technology Plan.
       ii. A summary is attached to these minutes.
       iii. Discussion followed the presentation
           1. Suggestions or comments
               a. Need technology to move forward
               b. Students helping Students through a grant to support the effort
               c. Ms. Lewis discussed her dissertation work on faculty that are using Canvas. She noted that we should review the faculty training efforts to ensure that we are capturing the varying spectrum of knowledge to ensure success of the training and use of the software.
               d. Can the college create a "work for home policy"?
               e. Some felt that students have a low technology literacy level.
               f. A suggested addition was a refresh of MMS equipment similar to the ITS computer refresh procedure.
               g. Overall reaction to the plan draft seemed positive.
V.   **Old Business**
   a. Mr. Kobernick presented on the first meeting of the TCC Sub-committee on Classroom Technology
       i.   Committee task defined and the next meeting is scheduled for 10/31/2016 in B1-26 at 1:00PM.
VI.   **The meeting adjourned at 4:00PM**
   a. The next meeting will be on 11/16/2016 at 2:30 in room B2-26

Technology Plan Draft Summary

This draft plan was constructed using guidance from the 5 Pillars for Strategic Growth, Guided Pathways stratgies, Online Learning Strategic Plan and the Classroom Technology Plan as well as comments and input from the members of the TCC and the college community.

> *Student Success*
> *Community Engagement*
> *World Class Facility*
> *Workforce Development*
> *Fiscal Stability and Sustainability*

Utilizing the NMC Horizon Report 2016[1], a collaborative effort between New Media Consortium and EDUCAUSE Learning Institute providing research designed to identify and describe emerging technologies likely to have an impact on teaching and learning, the plan encompasses some of the new technology insights. The increasing trends of blended learning design, redesigning learning spaces, advancing the culture of innovation as well as the common themes of BYOD and adaptive learning are found throughout the plan.

The NHR 2016[i] states that there are seven categories of technologies, tools, and strategies for use in higher education learning environments. These categories are points of thinking that drive innovation and have been included in this plan.

- Consumer technologies: 3D Video, Telepresence
- Digital strategies: BYOD, Flipped Classrooms, Makerspaces
- Enabling technologies: Flexible displays, Virtual Assistants, Wireless Power
- Internet technologies: Cloud Computing, Networked objects
- Learning technologies: Digital Badges, Learning Analytics, Online Learning, Open content, Mobile Learning, virtual Laboratories
- Social Media technologies: Crowdsourcing, Social Networks
- Visualization technologies: 3D Printing, Information Visualization

Goal 1: Advance the academic mission of the College through innovative and effective technologies, resources, and services.

Objective 1.1: Increase technology and information resources to support efforts impacting decision-making.

- Deploy data analytics to assist in decision-making around enrollment management.
- Investigate and implement technological solutions to foster communication and interaction between students and advisors to improve student success.
- Assist in automating the assignment of the new full-time advisors to incoming new students.

Objective 1.2: Provide technology systems and services to enhance student learning and to foster curricular innovation.

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[1] http://cdn.nmc.org/media/2016-nmc-horizon-report-he-EN.pdf
NMC Horizon Report – NHR 2016

Technology Plan Draft Summary

- Promote the use of emerging technologies such as: BYOD, lecture capture, the flipped classroom, Makerspaces; Badges/Microcredit, Mobile and use of Social Media. (Built upon the Classroom Technology Plan)
- Provide dependable IT-enabled classrooms and computer labs. (Built upon the Classroom Technology Plan)
- Enhance training options and develop diverse training modalities for faculty and students. (Built upon the Classroom Technology Plan)

Goal 2: Improve the technology infrastructure to ensure a reliable and secure environment.

Objective 2.1: Ensure that the IT infrastructure can support the operations of the College.
- Provide a robust, resilient, and reliable wired and wireless data network infrastructure.
- Maintain and upgrade all data center hardware and software to ensure scalability to meet future needs.
- Provide robust and reliable voice communication infrastructure.
- Develop a strategy for integration of personally owned devices to provide secure and effective access to enterprise data and services.
- Develop a strategy for integration of new technologies for delivery of desktop software to all users over multiple devices and media.
- Provide support for the new blended learning environments through enabling of technology inside and outside the learning environments.

Objective 2.2: Prove that a secure computing environment which ensures data privacy and integrity and mitigates cyber-security threats exists within the College.
- Create a comprehensive IT security procedure/policy to help address the challenges with information security and network security while mitigating cyber-security risks.
  - *Fiscal Year 2017*
- Create a comprehensive IT procedure to help address the challenges with disaster recovery and compliance issues.
- Educate the campus community about information security issues through various training modalities and opportunities.

Goal 3: Improve business processes and operational efficiencies through effective implementation of information technology.

Objective 3.1: Evaluate and implement new technologies to improve operational efficiency.
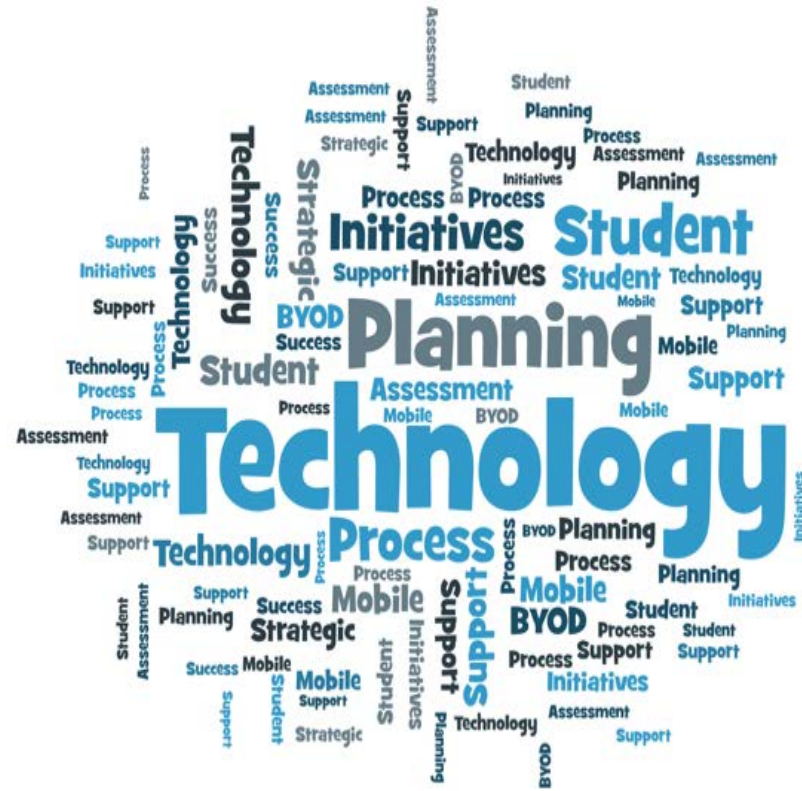- Investigate and implement technological solutions to help assessment initiatives.
- Expand the use of the Document Imaging system to assist in managing, searching and archiving digital assets.

Objective 3.2: Develop service strategies to enable the effective use of technology, resources, and systems by the College community.
- Identify and implement ways to further strengthen helpdesk; i.e., support desk operations.

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[1] http://cdn.nmc.org/media/2016-nmc-horizon-report-he-EN.pdf
NMC Horizon Report – NHR 2016

Technology Strategic Plan

[VDI](#) **– Virtual Desktop Infrastructure**

Desktop anywhere/anytime

A centralized desktop delivery system for faculty and students

5 Point Growth Strategy

- Student Success
- Community Engagement
- World Class Facilities
- Workforce Development
- Fiscal Stability and Sustainability

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Goal 1:
Advance the academic mission of the College through innovation and effective technologies, resources, and services.

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1.1 Increase Technology and information resources to support efforts impacting decision-making.

Deploy Data Analytics

Foster Communications

Advisor Assignments

1.2: Provide technology systems and services to enhance student learning and to foster curricular innovation. Promote emerging technologies.
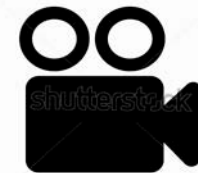

Social Media

B.Y.O.D.

WiFi

Virtual Reality

Lecture Capture

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Provide dependable IT-enabled classrooms and computer labs.

Enhance training options.

FLIPPED CLASSROOM FLIPPED

Web Conferencing

Enhance Training Offerings

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2.1: Ensure that the IT infrastructure can support the operations of the College.

B.Y.O.D.

VDI – Video Desktop Infrastructure
Delivery of a desktop anywhere/anytime

Enhance Telecommunications

Infrastructure: Wired & Wireless/Hardware & Software

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2.2: Prove that a secure computing environment which ensures data privacy and integrity and mitigates cyber-security threats exists with the college.

Information Security
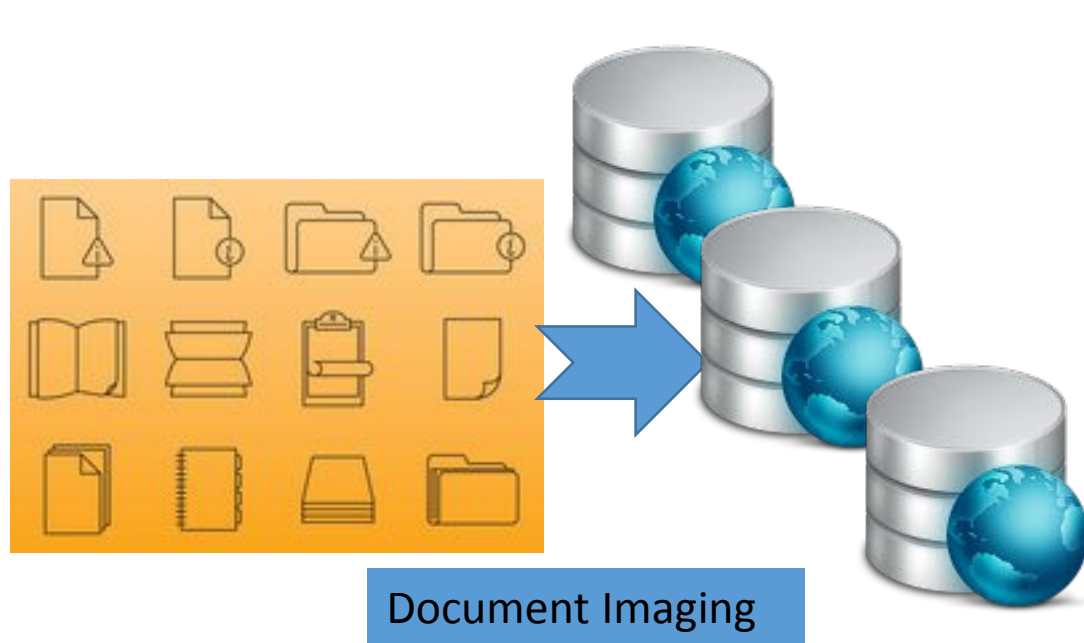

Disaster Recovery & Business Continuity Planning

Communications

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Goal 3:
Improve business processes and operational efficiencies through implementation of information technology.

3.1: Evaluate and implement new technologies to improve operational efficiency.

Document Imaging

Teaching

Assessing

Learning

Technology Enhancements for Assessment

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3.2: Develop service strategies to enable the effective use of technology, resources, and systems by the college community.

Support Enhancements

Communicate business Process Improvements

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QUESTIONS

To: TCC Subcommittee on Classroom Technology
From: Allan Kobernick
Subject: Summary minutes of 10/3/2016 meeting
Date: 10/19/16

Committee members:
      Allan Kobernick - chair
      Gary Bixby
      Pam Carter
      Ed Baker – by phone
      Sarah Iepsen
      Dawn Janich – by phone
      Sean Sauer
      Ron Shamwell – joined after first meeting

Discussion:
1. General purpose of the committee - conclusion pending
2. Initial task proposed:
3. To provide department heads with the information that they need to communicate the needs of their faculty with the scheduler by initiating a College wide survey, to include; who is using technology, what kind of technology they are using and if they are currently being scheduled in the right classrooms. In addition the survey would solicit information that could be useful to future planning.
4. Sarah Iepsen volunteered to compile questions submitted by committee members
5. The next meeting of the committee is scheduled for Monday October 31 in B1-26 at 1pm.