

Community College *of* Philadelphia

Minutes

Technology Coordinating Committee

09.19.2018 2:30 p.m.

B2-26

2018-19 Committee Members Present (P):

Federation Delegates & Alternates	
Barbara Hearn	P
Dawn Janich	P
Latoya Langston	P
Amy Lewis	P
Fran Lukacik	P
Craig Nelson	
Philp Pepe	P
Sean Sauer	P
Yusefa Smith	P
Chris Wieman	P
Dorothy French (A)	
Administrative Appointees & Alternates:	
Nicole Armezzani	P
Jody Bauer	P
Gary Bixby (Ty DuPass)	P
William Bromley	P
S.K. Calkins	P
Pam Carter	
Susan Hauck	P
Roger Miller	P
Jason Stein	
James Zelenak	P
Rikki Bardzik (A)	P
Allan Kobernick (A)	P
Gim Lim (A)	
Sean Morris (A)	P
Jim Spiewak (A)	
Kelvin Veale (A)	P

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- I. **Call to Order**
- II. **Attendance**
 - See page 1 of this document.
- III. **Approval of minutes**
 - a. **May 16,2018 Minutes approved**
- IV. **New Business**
 - a. **Election of Chair and/or Co-Chair**
 - i. Nominations
 - 1. Pam Carter and Jody Bauer
 - 2. Motion to approve carried and unanimous vote
 - 3. **Co-Chairs for TCC 2018-19 are Pam Carter and Jody Bauer**
 - b. **Committee Goals for the Year**
 - i. General Discussion concerning topics for the year
 - 1. Discussion about exploring making Phishing Training mandatory
 - a. Statement that since it is not a legal requirement we cannot make it mandatory
 - b. Suggested that we give a presentation during Professional Development Week Opening Session
 - c. OSSR has Fast Fact Friday's so it may be a topic for a future session
 - d. Encourage other areas to invite this discussion into their meetings
 - 2. Setup/Organize Training for Students on Technology Basics
 - a. This topic was discussed last year. Below are documents from the previous discussion that are in our People Group Files site.
 - b. It was suggested that we build a set of short videos that students could access if needed; quick help links or knowledgebase in Canvas.
 - c. Reference TCC 2017_18 minutes "20180516MinutesTCC.pdf"

Community College *of* Philadelphia

- d. Reference Document “Skills Students Should Have Before the Semester Begins.docx”
- 3. Explore a Technology component for the Placement Test
- 4. Technology Plan Refresh
 - a. The current Plan expired in 2017 but no action was taken on the suggested refresh.
 - b. A review of the Plan refresh will be done this year by the TCC.
- 5. Explore adding a technology section to the Advantage Online Orientation platform being implemented
- 6. Explore Student Access to Technology
 - a. A previous survey several years ago was done by IR
 - b. Ask IR to redo the survey. Sean Morris will follow up.
- 7. Explore Classroom Technology
 - a. Review the current status and recommend future technology initiatives
 - b. This should be added to the Technology Plan
- 8. Explore the use of/need for Accountable Printing
 - a. Educate everyone on the expectation of printing; students and instructors
- 9. Explore the use of Canvas among faculty
- 10. Effort to make Canvas the Final Grade enter point which are then imported into Banner
- 11. Supporting Canvas; i.e., Faculty Support
 - a. Need faculty input on what they need in Canvas and to promote the use of the LMS
 - b. Discussion about adding 3rd-party programs/tools into Canvas; Respondus, Presenter, Assessment Tool
- 12. ERP Systems – review with faculty input
- c. Discussion of our Group Site and the documents in this storage location
 - i. Past Technology Plan
- d. Update on Zoom
 - i. Additional seats coming in November

V. **Adjournment**

- a. Adjourned at 3:45PM