Community College *of* Philadelphia

TECHNOLOGY COORDINATING COMMITTEE MINUTES

MEMBERS: Rikki Bardzik, Latoya Bond, William Bromley, Cory Budden, Pam Carter, Sonny Chang, En Davis, Susan Hauck, Marsia Henley, Beth Hicks, Allan Kobernick, James Landers, Gim Lim, Calion Lockridge, Fran Lukacik, Roger Miller, Will Miller, Sean Morris, Mavis Pogue, Eric Shannon, Yusefa Smith, Vijay Sonty, Jason Stein, Kelvin Veale, Chris Wieman, James Zelenak

ATTENDEES: Rikki Bardzik, William Bromley, Cory Budden, Pam Carter, Sonny Chang, Susan Hauck, Marsia Henley, Beth Hicks, Allan Kobernick, Calion Lockridge, Fran Lukacik, Roger Miller, Sean Morris, Mavis Pogue, Eric Shannon, Yusefa Smith, Vijay Sonty, Jason Stein, Kelvin Veale

---

Agenda: 1.17.2021 | 2:30p | Zoom Meeting

I. Call to Order
    a. Meeting was called to order by Pam Carter at 2:33pm
    b. Attendance was taken

II. Approval of December 16, 2021 Minutes
    a. Review of the minutes and there were no changes.
    b. Motion to accept minutes as is – 1st Mavis Pogue 2nd Cory Budden and approved unanimously

III. Old Business
    a. Memorandum No. 14 Standards for Distance Education Courses
        i. Update from Sue Hauck the team met and reviewed the policy.
            a. As previously discussed, any changes made to the policy need to be aligned with the financial aid regulations.
            b. Sue emailed and then spoke with Robert Forrest from financial aid. She now has a better understanding of the percentages needed for online, hybrid, and face-to-face classes to meet the financial aid requirements especially for the state.
                (1) The team needs to reconvene to discuss the requirements and percentages.
        ii. Pam asked about percentages
        iii. Sue indicated for federal /Pell grants the percentages don't impact aid, but for PHEAA the percentage is required. PHEAA looks for 50%. Although the College grants more federal /Pell grants there are a significant number of students that receive State grants. The current policy does not state a specific percentage.

The College was using 50% thus in compliance, but the policy was not clear. At a previous meeting a range was suggested, but to be in compliance it is best to indicate a percentage. Sue would like to further discuss what she has learned about financial aid and percentages with the team.

 iv. Pam indicated Sue covered the next steps and to keep working to move the policy forward.

b. Technology Plan Status
 i. Pam indicated that the committee was going to be working in breakout groups.
 ii. Pam stated that many of the comments on the document were actually edit comments.
  a. 2 points
   (1) The language in the document needs to be the actual language that will be used in the document, not editing language.
    i. Editing comments can be made under the review area of the document.
   (2) Document Structure
    i. There are two parts to the document.
     1. The first part of the document is educational.
      a. Seven sub-committees were formed to help develop language to educate those who read the document as to how the College views technology.
     2. The second part of the document is the actual goals and strategic plan as to what should be happening from now until 2025.
      a. The goals are to be in alignment with the College's Strategic Plan.
      b. Pam explained the design of the document.

 iii. Instructions for breakout rooms
  a. Breakout in sub-committees to review the document as a whole and make suggested changes in the document.
  b. Pam asked for additional suggestions for the breakout rooms.
  c. Vijay reminded the committee of the two documents he posted.
   (1) One was a document with actionable items and he hopes the sub-committees will incorporate some of the actionable items in the plan.
   (2) The second was a sample technology plan that can help with the development of the strategic plan.
  d. Multiple conversations about breakout groups and how to divide the committee into breakout groups as many on the committee are on multiple sub-committees.
   (1) The final breakout rooms were Policy, Professional Development, Emerging Technology, Admin Systems, and Data.

      e. Next Steps
- (1) Pam indicated that some groups may not have meet and to give them to Monday.
- (2) Pam suggested that small groups be formed to go over the entire document to get the document in a good draft format before we send to major stakeholders.
- (3) Time line
  - i. By May send to IWC the recommended draft of the document.
  - ii. By February we need start to obtain input from major stakeholders.
    1. Academic Student Success Council
    2. Cabinet
    3. Larger College Community: Faculty and Staff
- (4) Need to have small group to review the document and get it into draft shape by the February meeting.
  - i. Committee comments indicating that this would be challenging to meet these deadlines.
  - ii. Pam requested by the February meeting if we start to clean up the document so that we can determine a realistic timeline and what needs to be completed.
    1. Established a small group to start to work on the document. The team includes:
       a. Beth from Admin Systems
       b. Pam from Data
       c. Bill from Infrastructure
       d. Yusefa from Professional Development
       e. Kelvin from Emerging Technology
    2. The group will look at the entire document including grammar and punctuation.

IV. New Business
    a. There was no new business
V. Adjournment, 4:00 pm
Motion to adjourn 1st Jason 2nd Mavis All